

AGENDA

CITY COUNCIL MEETING

Tuesday, January 9, 2024

5:30 P.M.

CITY HALL COUNCIL CHAMBERS

I. CALL TO ORDER:

II. OPEN FORUM: This is a time for any concerned citizen to speak to the Council on an item that is not on the agenda. Limit of three minutes per speaker.

III. CONSENT ITEMS:

- A. 12/12/23 regular Council minutes.
- B. 12/18/23 special Council minutes.
- C. Shambo Enterprises, Inc, dba Oly's C Store, Class E Retail Alcohol License.
- D. Approval of monthly bills.

IV. NEW BUSINESS:

- A. RESOLUTION Confirming the Appointment of City Engineer, City Building Inspector, City Clerk, City Attorney.
- B. RESOLUTION: Designating the Jefferson Herald as the Official Newspaper for the Legal Publications of the City of Jefferson.
- C. Committee Appointments.
- D. RESOLUTION Confirming the Appointment of City Board & Commission Members
- E. RESOLUTION Setting Public Hearing Regarding a Proposal to Change the Zoning Classification for Property at 403 West Head Street.
- F. 100 East State Street; Centennial Building Grant # 23-HSGU-003
 - a. CEO Change and Signature Authorization form
 - b. Approval of Form 7015 Request for Release of Funds and Certification
- G. 123 N. Chestnut Street; Pub Adventures Grant #20-CVN-008
 - a. CEO Change and Signature Authorization form
 - b. Revised GAX #8
- H. Consideration of Forgivable Loan Application and Façade Grant Application for 101 E. Lincoln Way.
- I. Consideration of Forgivable Loan Application for 214 E. State Street.
- J. Consider Application to the Brownfield Program for 108 W. State Street.
- K. Amendment to Neighborhood Improvement Incentive Program.
- L. ORDINANCE: "Amending the Code of Ordinances of the City of Jefferson, Iowa, 2017, by Amending Provisions Pertaining to Annoyances or Disturbances Caused by Dogs."
- M. RESOLUTION Approving Policies Regarding the Animal Shelter and Dog Park and Adjusting Dog License Fees.
- N. RESOLUTION Approving Memorandum of Understanding Regarding Collective Bargaining Agreement
- O. RESOLUTION Approving a Substance Abuse Policy for the City of Jefferson for Employees Covered by the Federal Motor Carrier Safety Administration.
- P. Implement Employee Assistance Program
- Q. Consider approval of Pay Estimate #11 to Shank Constructors, Inc of \$ 434,483.45 for Wastewater Treatment Plant project.
- R. Consider approval of Pay Estimate #4 to Jensen Builders, Ltd, of \$ 128,998.13 for Airport Hangar project.

- S. Multi-Cultural Resource Center Request
- T. GCDC Annual Funding Request

V. REPORTS:

- A. Engineer, City Clerk, Attorney, City Administrator
- B. Departments
- C. Council & Committees
- D. Mayor

VI. ADJOURN.

TO: Mayor and City Council Members
FROM: Scott Peterson, City Administrator
SUBJECT: General Information Memo
Regular City Council Session
Tuesday, January 9, 2024 5:30 p.m.

Appoint City Officials & Newspaper: At the first Council meeting of the year several procedural issues are addressed. Included is a resolution appointing the City Clerk, Building Inspector, City Engineer, and the City Attorney. Also included is a resolution designating the Jefferson Herald as the City's newspaper for official publications.

Committee Appointments: On page 8 is a listing of Mayoral appointments for Committees and Mayor Pro-Tem.

Boards & Commissions: On page 9 is a resolution approving all members of City Boards and Commissions along with the expiration dates of their terms.

Re-zoning KCG Housing Project: On page 11 is a resolution setting January 23rd as the date for a public hearing on the proposed re-zoning of the land south of Ace Hardware from LI to RM-3 for the KCG Development Housing Project. The P&Z recommends approval of this requested change.

Downtown Second-story Grants: The Council is asked to take actions on the Centennial Project and the Pub Adventures Project related to the CDBG second story housing grants. For both the Centennial and Pub Adventures, the Council needs to approve forms authorizing a new Chief Elected Officer (i.e. Mayor) and authorized signatures. Also, for the Centennial the Council is asked to approve the Request for Release of Funds for the \$453,071 grant and the removal of environmental grant conditions.

For Pub Adventures, the State of Iowa has requested an amendment to GAX reimbursement request #8. IEDA asked that GAX #8 & #9 be revised into one GAX #8. There is no change in the total dollars requested.

Old JC Penney Building: Tim Heisterkamp, Journey Financial, is acquiring the building at 101 E. Lincoln Way and has applied for assistance through the Forgivable Loan program and the Façade grant. Applications and project information begin on page 18. The Downtown Buildings Committee recommends a Forgivable Loan of \$150,000 and a Façade Grant of \$134,733.

Courtyard on State Street: Greg & Shirley Hacker are proposing a new event venue called "Courtyard on State Street" at 108 W. State Street. They have applied for a \$150,000 forgivable loan. Their application and project information begin on page 26. The Downtown Buildings Committee recommends approval of the requested forgivable loan.

Junkyard Café: Home State Bank is now the owner of the Junkyard Café, 108 W. State Street. They are willing to work with the City and/or the next owner to address issues needed to make this a stable building into the future.

The City can assist with this by accessing grant funds for environmental and asbestos work through the State of Iowa's Brownfield program. For portions of these programs, the building needs to be owned by the City, but before the City obtains title:

1. A Phase I Environmental Assessment must be completed.
 - The City obtains a quote from an Environmental Consultant.
 - The Brownfield program will reimburse 100% of costs up to \$3,000.
2. An inspection for Asbestos Containing Materials must be complete.
 - The City obtains a quote from an Asbestos Inspection firm.
 - The Brownfield program will reimburse 100% of costs.

To apply for this funding, the City simply needs to submit a letter of request to Mel Pins at the Iowa DNR along with estimates for Phase I and asbestos testing. This is not a competitive application and can be submitted at any time. By doing these studies, the City is not yet obligated to take ownership of the building. The Downtown Buildings Committee recommends proceeding with the Brownfield program.

Upon receiving the test results, the City can proceed with the asbestos abatement. The Brownfield Program will reimburse 75% of the asbestos abatement costs up to \$25,000. The City does need to be the owner of the building to access the abatement funds. If the City accepts ownership of this building, it would be with the idea of being a conduit to the ultimate owner. Ideally, the final owner is known before the City even takes ownership.

Neighborhood Improvement Incentive Grant: The City has a program providing small grants to assist homeowners with needed improvements or to demolish derelict properties. The application form which details the uses for which the grant can be used is on page 35. Currently, the maximum amount which can be granted to each property is \$2,000. It is proposed to increase this maximum to \$4,000 per project. The budgeted amount for this project would remain at \$20,000 annually. The Finance Committee recommends approval of this change.

Barking: The City has an ordinance prohibiting excessive dog barking. On page 36 is an ordinance amendment so that the prohibition on barking does not apply at the animal shelter or the dog park. This will be the final reading of this ordinance.

Dog License Fees: As agreed at the last Council meeting, all licensed dogs can use the Dog Park at no additional cost. It was agreed that the dog license fees would be increased by \$5.00. The change in license fees needs to be implemented by the resolution on page 37.

Police Pay: The Union has agreed to the increase in Police Department wages as stated in the Memorandum of Understanding beginning on page 39. The Council will consider the resolution included herein approving the MOU.

Drug Testing Policy: All employees in positions for which a CDL is required are covered by Federal drug testing regulations. The City of Jefferson is a member of a consortium of cities that oversees our testing program. The consortium has policies that cover all aspects of the testing, but the City needs to have a policy specifying what happens if the employee has a positive test result. The City's proposed policy, based a sample policy from the consortium, is on page 42. This states that the employee would be eligible to attend rehab once at their own expense. The

employee would be terminated upon a second positive test. The Finance / Personnel committee recommends approval of the policy.

EAP: The Finance / Personnel Committee discussed the need for the City to have an Employee Assistance Program. This program is available for employees who may need assistance in addressing tough life situations. Information about the proposed program and the services provided begins on page 43. The Finance Committee recommends the implementation of the EAP to cover full-time employees, permanent part-time employees, and fire department members. The annual cost would be \$40.00 per employee (\$3,160 for 79 persons).

WWTP Pay Application #11 in the amount of \$434,483.45 includes:

- Concrete for the anoxic basin
- Process piping (primarily valve replacement in the aeration and biosolids buildings)
- Mechanical mobilization and HVAC equipment
- Continued site electrical
- Stored materials on-site: portable hoists, bar screen and washer, some fine and coarse aeration equipment.

Airport Hangar Pay Estimate #4 in the amount of \$128,998.13 is for some additional concrete work and continued construction of the hangar building.

Multi-Cultural Family Resource Center: Representatives from the MFRC will be at the Council meeting to explain the project and request funding of \$5,000 per year for three years. They will also request to house the Center in the north portion of the City Hall lobby. MFRC information, letters of support, and their proposed budget begins on page 57.

GCDC Annual Funding Request: A report from GCDC and their proposed operating budget begins on page 70.

RESOLUTION NO. _____

A RESOLUTION CONFIRMING THE APPOINTMENT CITY ENGINEER, CITY BUILDING INSPECTOR, CITY CLERK, CITY ATTORNEY

WHEREAS, in accordance with Chapters 18, 20, 26, and 155 of the Code of Ordinances of the City of Jefferson, Iowa, the City Council of the City of Jefferson is required annually to appoint the City Engineer, City Building Inspector, City Clerk, and City Attorney.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council confirms the appointment of Bolton & Menk, Inc. as City Engineer,

Section 2. The City Council confirms the appointment of Chad Stevens as City Building Inspector, who is also designated as a Code Enforcement Officer.

Section 3. The City Council confirms the appointment of Roxanne Gorsuch as City Clerk.

Section 4. The City Council confirms the appointment of David F. Morain of Hoyt, Morain & Hommer, P.C., as City Attorney.

Section 5. The Mayor, City Administrator, and City Clerk are hereby authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution such as the execution of any employment agreements or service contracts necessary to obtain the regular services of the Appointees.

Section 6. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 9th day of January, 2024.

Craig Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION DESIGNATING THE JEFFERSON HERALD AS THE OFFICIAL
NEWSPAPER FOR THE LEGAL PUBLICATIONS OF THE CITY OF JEFFERSON

WHEREAS, Iowa Code Section 362.3 and Iowa Code Chapter 618 require municipalities to publish legal notices and information concerning city matters in a newspaper of general circulation within city limits, published at minimum once a week; and

WHEREAS, the Jefferson Herald meets the requirements of the Iowa Code to serve as the designated newspaper for the legal publications of the City of Jefferson.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The Council hereby selects the Jefferson Herald as the designated newspaper for the City of Jefferson's legal publications.

Section 2. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 9th day of January, 2024.

Craig Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

CITY COUNCIL COMMITTEE APPOINTMENTS 2024

Mayor Pro-Tem: Jackson

Airport: Sloan

Animal Shelter: Jackson

Bell Tower Foundation: Wetrich

Cemetery: Jackson

Chamber/Jefferson Main Street: Sloan

Downtown Buildings: Sloan & Zmolek

Finance: Mayor Berry, Ahrenholtz & Zmolek

Fire: Mayor Berry & Sloan

GCDC: Ahrenholtz

Golf Course: Wetrich

Grow Greene County Gaming Corporation: Wetrich

Highway 30: Sloan

Housing: Ahrenholtz & Jackson

LEC Entity: Mayor Berry & Zmolek

Library: Jackson

Park & Rec: Jackson & Wetrich

Police: Mayor Berry & Zmolek

P & Z: Mayor Berry

Street, Water, Sewer, Sanitation: Ahrenholtz & Sloan

Recycling: Wetrich

Wage & Benefits: Ahrenholtz & Zmolek



RESOLUTION NO. _____

A RESOLUTION CONFIRMING THE APPOINTMENT OF
CITY BOARD AND COMMISSION MEMBERS

WHEREAS, certain chapters and sections of the City of Jefferson's Code of Ordinances have established boards and commissions to address various City interests and facilities; and

WHEREAS, the Code of Ordinances describes the terms and method of appointment for members of the City's board and commissions; and

WHEREAS, the appointment of members to the City's boards or commissions generally requires approval by the City Council; and

WHEREAS, the City now seeks to confirm the appointment of new board and commission members and to affirm the previous appointment of existing members;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The Council hereby confirms the appointment of the listed members of the following boards and commissions, and affirms the earlier appointment of existing members for the duration of their specified terms in accordance with the referenced provisions of the Code of Ordinances relevant to each board or commission, all as follows:

(§ 24.01)

- *Vacant* 12-31-2026
- Keith Van Beek 12-31-2026
- Doug Meinecke 12-31-2024
- Mary Pedersen 12-31-2024
- Tracy Deal 12-31-2025
- Kelly Gray 12-31-2025
- Matt Wetrich (Council Rep.) 12-31-2024
- Darren Jackson (Council Rep.) 12-31-2024

ANIMAL SHELTER BOARD (§ 30.02)

- Samantha Hardaway (Resident) 12-31-2024
- Bonnie Silbaugh (Resident) 12-31-2025
- Amy Klauer (Veterinarian) 12-31-2024
- Ann Wenthold (PAWS) 12-31-2024
- Jason Kroeger (Police) 12-31-2024
- Darren Jackson (Council) 12-31-2024

AIRPORT COMMISSION (§ 25.01, § 25.02)

- Steve Harrison 12-31-2025
- Guy Richardson 12-31-2025
- Ryan Stott 12-31-2027
- Jim Unger 12-31-2027
- Larry Teeples 12-31-2029

PLANNING AND ZONING COMMISSION (§ 23.01, § 23.02)

- *Vacant* 12-31-2024
- Nancy Tuesch 12-31-2024
- Jim Unger 12-31-2026
- Guy Richardson 12-31-2026
- Nick Richardson 12-31-2028
- Cindi Daubendiek 12-31-2028
- Linda Eighmy 12-31-2028

LIBRARY BOARD OF TRUSTEES (§ 22.02, § 22.04)

- Mary Jane Fields 6-30-2024
- Susan Laehn 6-30-2024
- Hollie Roberts 6-30-2025
- Adam Pedersen 6-30-2028
- Tom Yepsen 6-30-2028

BOARD OF ADJUSTMENT (§ 165.80)

- *Vacant* 12-31-2024
- Amanda Bills 12-31-2025
- Kathy Calvert 12-31-2026
- Kevin Devilbiss 12-31-2027
- Jed Magee 12-31-2028

Section 2. All resolutions and orders, or parts thereof, in conflict herewith are hereby repealed to the extent of such conflict.

PASSED AND APPROVED this 9th day of January, 2024.

Craig Berry, Mayor

ATTEST:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION SETTING PUBLIC HEARING REGARDING
A PROPOSAL TO CHANGE THE ZONING CLASSIFICATION FOR PROPERTY AT
403 WEST HEAD STREET

WHEREAS, the City of Jefferson has been presented with a proposal (the "Proposal") to amend the zoning regulations of the City of Jefferson by changing the zoning classification from Light Industrial (LI) to Residential Multi-Family (RM 3) for property locally known as 403 West Head Street and legally described as Lot 2 of the S 3/4 E 1/2 SE 1/4 SE 1/4 of Section 6, Township 83 North, Range 30 West of the 5th P.M., Greene County, Iowa; and

WHEREAS, the Planning and Zoning Commission of the City of Jefferson previously recommended the Proposal for City Council passage;

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The City Council shall meet at the Municipal Center in Jefferson, Iowa, on January 23, 2024, at 5:30 p.m., at which time and place a public hearing shall be held on the Proposal, at which hearing all local residents who appear shall be given an opportunity to express their views.

Section 2. The City Clerk of the City of Jefferson is hereby directed to publish notice of this proposal and of the public hearing on the proposal one time, not less than four days nor more than 20 days before the date of the meeting, in The Jefferson Herald, a legal newspaper published and having a general circulation within the City of Jefferson.

Section 3. The Mayor, City Administrator and City Clerk are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 4. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Adopted and approved on January 9, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

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Centennial

SIGNATURE AUTHORIZATION FOR CEO CHANGE

Upload a scanned copy of the completed document to the Electronic Documents form in LoveGrants. Retain the original, signed copy in your files.

RE: Contract Number: 23-HSGU-003
Recipient: City of Jefferson

Our community has had a change of Chief Elected Official (CEO). As of 11/1/2024 the effective date of the change, reports and all related program correspondence will be signed by the signatory below.

Sincerely,

CEO Craig Berry, Mayor

Witness

Centennial

SIGNATURE AUTHORIZATION FOR ALTERNATE SIGNATORS

Upload a scanned copy of the completed document to the Electronic Documents form in LoveGrants. Retain the original, signed copy in your files.

RE: Contract Number: 23-HSGU-003
Recipient: City of Jefferson

In the event that the Chief Elected Official (CEO) is unable to sign project related correspondence for the Recipient's above referenced contract, the following alternates are designated below. The signatures attested below are effective as of 11/1/2024.

Sincerely,

CEO Craig Berry, Mayor

Signatory # 1

Signatory # 2

Signatory # 3

Witness

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Request for Release of Funds and Certification

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB No. 2506-0087
(exp. 08/31/2023)

This form is to be used by Responsible Entities and Recipients (as defined in 24 CFR 58.2) when requesting the release of funds, and requesting the authority to use such funds, for HUD programs identified by statutes that provide for the assumption of the environmental review responsibility by units of general local government and States. Public reporting burden for this collection of information is estimated to average 36 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Part 1. Program Description and Request for Release of Funds (to be completed by Responsible Entity)

1. Program Title(s) 2023 Jefferson Upper Story Conversion - 100 East State Street	2. HUD/State Identification Number B-20-DC-19-0001	3. Recipient Identification Number (optional) #23-HSGU-003
4. OMB Catalog Number(s) CFDA No. 14.228	5. Name and address of responsible entity City of Jefferson 220 North Chestnut St. Jefferson, IA 50129	
6. For information about this request, contact (name & phone number) Karla Janning (712) 792-9914	7. Name and address of recipient (if different than responsible entity)	
8. HUD or State Agency and office unit to receive request Iowa Economic Development Authority 1963 Bell Ave., Suite 200 Des Moines, IA 50315		

The recipient(s) of assistance under the program(s) listed above requests the release of funds and removal of environmental grant conditions governing the use of the assistance for the following

9. Program Activity(ies)/Project Name(s) City of Jefferson Upper Story Conversion	10. Location (Street address, city, county, State) 100 East State Street Jefferson, IA 50129
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11. Program Activity/Project Description

The City of Jefferson was awarded \$453,071 in CDBG funds. The funds will assist in necessary renovations to create 2 new apartment units, both of which will serve LMI clientele on the second story of the building located at 100 East State Street, Jefferson, IA 50129.

All families occupying the LMI units will be tenants whose income has been verified at less than 80% median income as established by HUD.

Part 2. Environmental Certification (to be completed by responsible entity)

With reference to the above Program Activity(ies)/Project(s), I, the undersigned officer of the responsible entity, certify that:

1. The responsible entity has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. The responsible entity has assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agrees to comply with the authorities in 24 CFR 58.6 and applicable State and local laws.
3. The responsible entity has assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal did did not require the preparation and dissemination of an environmental impact statement.
5. The responsible entity has disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.
6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the recipient personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Certifying Officer of the Responsible Entity

Title of Certifying Officer

Mayor, City of Jefferson

X

Date signed

1/29/2024

Address of Certifying Officer

City of Jefferson
220 North Chestnut St.
Jefferson, IA 50129

Part 3. To be completed when the Recipient is not the Responsible Entity

The recipient requests the release of funds for the programs and activities identified in Part 1 and agrees to abide by the special conditions, procedures and requirements of the environmental review and to advise the responsible entity of any proposed change in the scope of the project or any change in environmental conditions in accordance with 24 CFR 58.71(b).

Signature of Authorized Officer of the Recipient

Title of Authorized Officer

X

Date signed

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Pub Adventure

SIGNATURE AUTHORIZATION FOR CEO CHANGE

Upload a scanned copy of the completed document to the Electronic Documents form in IowaGrants. Retain the original, signed copy in your files.

RE: Contract Number: #20-CVN-008
Recipient: City of Jefferson

Our community has had a change of Chief Elected Official (CEO). As of 1/1/2024, the effective date of the change, reports and all related program correspondence will be signed by the signatory below.

Sincerely,

CEO Craig Berry, Mayor

Witness

Pub Adventure

SIGNATURE AUTHORIZATION FOR ALTERNATE SIGNATORS

Upload a scanned copy of the completed document to the Electronic Documents form in IowaGrants. Retain the original, signed copy in your files.

RE: Contract Number: #20-CVN-008
Recipient: City of Jefferson

In the event that the Chief Elected Official (CEO) is unable to sign project related correspondence for the Recipient's above referenced contract, the following alternates are designated below. The signatories attested below are effective as of 1/1/2024.

Sincerely,

CEO Craig Berry, Mayor

Signatory # 1

Signatory # 2

Signatory # 3

Witness



REGION XII

COUNCIL OF GOVERNMENTS

Housing Services & Programs

Date: January 2, 2024
To: Roxanne Gorsuch
RE: GAX #8 Summary of Expenses

Please forward the following payments associated with GAX #8 within 10 days of receiving payment from IEDA.

\$ 37,135.00	To	Pub Adventures, LLC
\$ 8,752.00	To	Region XII COG (Administrative costs)
\$ 45,887.00		TOTAL GAX #8

Thank You,

Karla Janning
Housing Programs Coordinator

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BUDGET FY 2024	General Accounting Expenditure		DOCUMENT NUMBER 8
	DATE 1/3/2024	ACCTG PERIOD (mm/yy)	

VENDOR CODE	AGENCY NAME		
VENDOR NAME AND ADDRESS City of Jefferson 220 N. Chestnut St. Jefferson, IA 50129		BILL TO ADDRESS (ORDERING AGENCY) Iowa Economic Development Authority 200 E. Grand Ave. Des Moines, Iowa 50309	SHIP TO ADDRESS

TERMS	FOB	ORDER APPROVED BY	GOODS RECEIVED/SERVICES PERFORMED DATE INITIALS
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QUANTITY	VENDOR'S INVOICE NUMBER 8		DATE INITIALS
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ORDERED	RECEIVED	UNIT OF MEASURE	UNIT PRICE	TOTAL PRICE
			Request for Payment under CDBG Contract Number: <u>#20-CVN-008</u> Report Number: <u>8</u>	45,887.00

DOCUMENT TOTAL	45,887.00
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<p style="text-align:center;">CLAIMANT'S CERTIFICATION</p> <p>I CERTIFY THAT THE ITEMS FOR WHICH PAYMENT IS CLAIMED WERE FURNISHED FOR STATE BUSINESS UNDER THE AUTHORITY OF THE LAW AND THAT THE CHARGES ARE REASONABLE, PROPER, AND CORRECT, AND NO PART OF THIS CLAIM HAS BEEN PAID.</p> <p>DATE _____ TITLE _____</p> <p>CLAIMANT'S SIGNATURE _____</p>	<p style="text-align:center;">AGENCY CERTIFICATION</p> <p>I CERTIFY THAT THE ABOVE EXPENSE WERE INCURRED AND THE AMOUNTS ARE CORRECT AND SHOULD BE PAID FROM THE FUNDS APPROPRIATED BY: CODE OR CHAPTER SECTION(S) _____</p> <p>AUTHORIZED SIGNATURE _____</p>
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THE FOLLOWING FIELDS ARE FOR STATE ACCOUNTING USE ONLY

DOC TYPE (GAX) GAX	DOC NUMBER 8	DOC DATE	ACCTG PRD	BUDGET FY #####	ACTION NEW/MOD	PO SHIP INSTR	GAX TYPE 1	INT IND	INT SELLER FUND	INT SELLER AGCY
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VENDOR CODE 2129431	ADDR OVERRIDE	F/A INDICATOR	E/F IND Y	TEXT -po's only (Y/N)	TEXT (po's only)
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REF DOC TYPE	REF DOC NUMBER	REF DOC LINE	COM LN	VEND INVOICE # 8	COMMODITY CODE	GS CONTRACT
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LINE	FUND	AGCY	ORG	SUB ORG	ACTV	FUNC	OBJT	SUB OBJT	JOB NUMBER	REP CAT	QUANTITY / UNITS	I/D	DESCRIPTION	AMOUNT	I/D	P/F
01	0340	269	4610	#2			4125							45,887.00		
02																
03																
04																
05																
06																
07																

DOCUMENT TOTAL	45,887.00
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GAX

WARRANT # _____

AUDITED BY _____

PAID DATE _____

17

City of Jefferson

Forgivable Loan Application

Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ .
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Journey Financial, LLC Project Name: _____

Contact Person: Tim Heisterkamp Mailing Address: 1305 W. Lincoln Way

City, State, Zip: Jefferson, IA 50129 Daytime Phone Number: 515-386-2570

Fax: 515-386-2276 E-mail: timh@journeyfinancialllc.com

Total Project Cost: \$200,000 - \$250,000 Amount requesting from this grant program: \$150,000

Project Address: 101 E. Lincoln Way Jefferson, IA 50129

Project Description: I will remodel the main floor to move my financial planning practice there. Offices for 5 employees, with the possibility of a couple more in the future. I would also like to remodel the apartment in the atrium for a possible Air BNB.

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

18

City of Jefferson

Façade Rehabilitation Program Application

Purpose:

The purpose of this grant program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis.
- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Journey Financial, LLC Project Name: _____

Contact Person: Tim Heisterkamp _____ Mailing Address: 1305 W. Lincoln Way Jefferson, IA

City, State, Zip: Jefferson, IA 50129 Daytime Phone Number: _____

Fax: 515-386-2276 E-mail: timh@journeyfinancialllc.com

Total Project Cost: \$269,466 Amount requesting from this grant program: \$134,733.

Project Address: 101 E. Lincoln Way Jefferson, IA 50129

Project Description: **East wall:** tear off stucco and first layer of brick. Re-brick the entire wall and add windows. (\$179,512). This price does not include the cost of the windows. **Front façade:** reconstruct the front to update it to match the other buildings on the square with new windows and new brick. (\$89,954)

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

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C&D Masonry Inc.



2353 - 290th Street
Rippey, IA 50235

Phone: 515-473-4887

email: CandDMasonry@yahoo.com

ESTIMATE #

DATE: 11-16-23

TO:

Tim HEISTERCAMP

Project Scope:

FRONT FACADE

DESCRIPTION			AMOUNT
<p>MATERIAL & LABOR TO DO THE FOLLOWING.</p> <ul style="list-style-type: none"> - DEMO, STORE FRONT GLASS & ALUMINUM FRAMING ON LOWER + TRANSOM GLASS AREA. - demo black glass panels + clean brick of adhesive - prepare stem wall for new wood panels - CLEAN I BEAM + PAINT. - prep ALL window areas for new windows - Build new temp wall for security, till glass is in. - INSTALL new storefront glass + transome glass - clean brick <p>* no interior wood work included</p>		<p>\$ 77710⁰⁰ -</p>	<p>\$ 89954⁰⁰</p>
	TOTAL		

Make all checks payable to: C&D Masonry Inc.

Total due in 30 days. Overdue accounts subject to a service charge of 1% per month

Thank you for your business!

20

C&D Masonry Inc.



2353 - 290th Street
Rippey, IA 50235

Phone: 515-473-4887

email: CandDMasonry@yahoo.com

ESTIMATE #

DATE: 9-23-23

TO: Mr Heisterkamp

Project Scope:
BRICK work on
OLD JC penny Building

DESCRIPTION	AMOUNT
MATERIAL + LABOR TO DO the following	
- demo outer layer of BRICK on EAST wall on CHESTNUT STREET SIDE, FROM NORTH elevation to alley.	
- demo window infills in prep for new windows	
- Relay new BRICK VANEER on EAST wall	
- INSTALL window sills AS needed	
- WASH EAST wall	
- ALL lifts, scaffolding, disposal fees INCLUDED	\$
* NO windows pricing INCLUDED	179512 ⁰⁰
TOTAL	179512

Make all checks payable to: C&D Masonry Inc.

Total due in 30 days. Overdue accounts subject to a service charge of 1% per month

Thank you for your business!

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BENDICKSON WORKS, LLC

202 NE 3rd St
Panora IA 50216
Jacob B 515-370-2776

Estimate

11.12.23

PO #

Tim Heisterkamp
Building on Square
Jefferson, Iowa 50129

Description

Amount

Replacing sidewalk along the building. Removal (removal is based off of what is visible), Add base/pack as needed, Rebar 2' O.C. Max spread, Pour/finish cement. Replacing broken curb panels. **Additional cuts and removal practices used for precautions not to damage building foundation**

Sidewalk:		
Removal and Replace, 1500 sq. ft.	\$	24,000.00
Curb and gutter:		
72 Ln ft.	\$	10,800.00

Total: \$ 34,800.00

THANK YOU FOR YOUR BUSINESS!

Please make checks payable to, Bendickson Works, LLC
Invoices payable upon receipt.

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DESIGN CONCEPT PROPOSAL

September 1, 2022
121 E Lincoln Way, Jefferson, IA
Project #07622



Existing Building



Historic Photograph, c. 1917



Historic Photograph, c. 1975

Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.

NOTES

- This drawing proposes façade improvements to 121 E Lincoln Way as the potential new home of Journey Financial, LLC.
- Prior to beginning any façade work, the East wall of the building should be evaluated for structural integrity. Significant deterioration of the stucco is apparent and there is likely a substantial portion of the wall underneath that will need to be rebuilt. For any repair work, engage a qualified mason experienced in historic building rehab.
- Constructed in 1893, the upper façade of the building retains much of its original historic character, though the second story arched window openings have been paneled over. The original storefront was remodeled in 1929 when J.C. Penney Company came into the building. This structural glass façade, though in need of repair, is historically significant and should be considered for restoration. The building is included as a 'Contributing' building to the Jefferson Square Commercial Historic District. Two options are shown for consideration: Option 1 retains and restores the 1929 structural glass facade while Option 2 shows a new but historically appropriate storefront system.
- Option 1: Retain and restore the existing structural glass façade. The upper portion of the outer black structural glass band appears to be relatively intact; most damaged or missing pieces are on the lower portion of the storefront along the sidewalk. The white/cream sign band panel also appears to have been replaced over time with a substitute material. Where the structural glass panels remain, repair as needed. Re-adhere panels as needed with new mastic, fill open joints between panels and fill small cracks or chips.

Replacement panels are difficult to come by since the original materials are no longer produced. Salvaged panels are one option; consider reaching out to [The Vitrolite Specialist](#) for salvaged materials and restoration. Substitute materials like spandrel glass or panels coated with a high-gloss enamel paint can also be considered but should match the appearance of the original materials as closely as possible. Repair damaged framing or replace in kind. Refer to [Preservation Brief 12: The Preservation of Historic Pigmented Structural Glass](#) and the attached handouts for more guidance. For any window or door replacements on the storefront, retain the existing configuration with the recessed center entrance and match the existing light aluminum framing. Install individual letter signage across the sign panel as shown, similar to the historic J.C. Penney signage.

- Option 2: This option removes the existing façade and installs a new, compatible storefront based on historic photographs. When removing existing storefront materials, consider salvaging the structural glass panels. Assess condition of any historic materials remaining in the storefront area and make any structural improvements needed. Construct and install a new storefront system like shown with a recessed center entrance, large display windows, transom windows above and paneled bulkheads/kickplates below. Consider business signage at different scales. A projecting corner sign provides larger scale visibility from both Lincoln Way and Chestnut Street, while vinyl graphic signage on the storefront windows is oriented towards pedestrians.
- For either option, retain and restore the historic character of the upper façade. Repair brick as needed (clean using gentlest means possible and repoint using appropriate mortar match). Restore the second story arched window openings to their full original height. Window units that match those installed on the adjacent upper story (Addie's building) are shown here for consistency across what was originally the three-storefront building. Evaluate and repair cornice as needed. For Option 2, repaint the cornice, continuing the neutral tan from the Addie's building across.
- If Journey Financial moves forward with the project, Main Street Iowa can provide further assistance regarding façade treatment decisions, interior space planning and potential upper story use.

Main Street Iowa recommendations follow the [Secretary of Interior's Standards](#) for the rehabilitation of historic buildings. Additional information on technical guidance can be found in [Preservation Briefs](#) prepared by the National Park Service.

COLOR SCHEME (OPTION 2)

Benjamin Moore paint colors and Sunbrella awning fabric is shown here for reference. Appearance of color samples will vary depending on computer screen or printer – view actual samples for color matching.



#HC-154



#OC-37



to match adjacent cornice

Main Street Iowa design staff is available to provide continued assistance as the project progresses. Please contact Maia Fiala Jessen (515.348.6179 or maia.jessen@iowaeda.com) or Sarah Lembke (515.348.6181 or sarah.lembke@iowaeda.com) with any questions, requests for technical information or project updates.



DESIGN CONCEPT



121 E Lincoln Way, Jefferson, IA

Project #07622

September 1, 2022

City of Jefferson

Forgivable Loan Application

Purpose:

The purpose of this program is to assist business/building owners within the City of Jefferson Main Street District to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are building owners in the City of Jefferson Main Street District who are committed to the Historical District.

Eligible Projects to be Considered for Funding:

- ◆ Projects that correct violations of the current International Property Maintenance Code.
- ◆ Projects for facade restoration
- ◆ Roof replacement

Funding Requirements:

- ◆ Building design and materials must be approved by Facade Review Committee.
- ◆ Before and after pictures are required for funding.
- ◆ Projects must abide by the City of Jefferson Downtown Building Design Guidelines
- ◆ Projects may be required to obtain design assistance through Main Street Iowa.
- ◆ Large projects must submit building renderings of design.

Applicant Information

Organization Name: Courtyard on State Street Project Name: _____
Contact Person: Greg Hacker Mailing Address: 103 Briarwood Bend
City, State, Zip: Jefferson IA 50129 Daytime Phone Number: 712-210-3656
Fax: _____ E-mail: gregoryhacker10@gmail.com
Total Project Cost: \$ 386,000 Amount requesting from this grant program: \$ 150,000
Project Address: 214 E. State Street, Jefferson IA 50129
Project Description Venue with Courtyard plus pop up shopping
and local events

The Facade Review Committee will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator or Building Official at 515-386-3111.

Proposal for new Business
214 E State Street Location
Jefferson, Iowa 50129

Introduction: We are Greg and Shirley Hacker and we relocated to Jefferson in August of 2022 from Carroll. Upon living here we noticed and have attended many local events and also have really fallen in love with all that Jefferson has to offer. Greg owns his own business called Hacker Landscaping & Design. Shirley is self-employed with her own distributorship of YOLI a health and wellness company and was a former Co-Manager of a local boutique in Carroll called Glik's.

We soon realized that we were in need of a building to store Greg's equipment and trailers. We purchased the building on 214 E State Street with the intentions of storing said equipment but with the size and location of the building started putting together a plan for more uses for the building. Upon talking and getting to know others in the community it was discussed that there were possible findings available which brings us to this proposal.

"Courtyard on State Street" is our Idea of a new venue that can be rented for several different occasions including Weddings, Anniversaries, Birthdays, Christmas Parties, and Meetings, and hopefully Community events as well as smaller specialty events put on by us to draw people into the downtown area. The building has one very large room, a spacious front room and a side lot that we would like to include in our venue as a beautiful courtyard. The spaces would be available to be rented out all together or separately.

That being said..... We will have opportunity for employment for up to 2 to 3 people part time to help with events as well as clean up. We are also planning on utilizing and promoting local businesses when it comes to decorating and catering events. Not only to allow them the opportunity of extra income but to allow people to get to know what Jefferson has to offer.

The building however is not in good shape as it has been setting idle for quite some time and only used as storage. We feel it is in a great location to promote events and provide shopping in the downtown area. These are the things that we know need to be dealt with.

1. It will need a new roof as the current one was put on incorrectly causing leakage and damage to the interior. (\$70,000)
2. The front of the building we would like to restore back to open glass windows and door. The brick is no longer available so the entire front will have to be redone. (Glass \$28,000 Brick- \$52,000)
3. The sides of the building have issues with the tile brick popping and we could replace the bricks at a cost of \$36 a square foot which would cost way more then just redoing the entire sides with similar material like was used on the rear of the Business Art on the Fly. (Finish Edge \$38,000)

DESIGN CONCEPT PROPOSAL

November 8, 2023
214 E State St, Jefferson, IA
Project #04523



Design recommendations are based upon field inspection during the site visit and/or information provided by the owner/tenant and are conceptual only. They are not intended for construction purposes. Additional consultation, or the use of specialized consultants including a licensed architect or engineer, may be required for additional design development and for individual issues or concerns. Prior to beginning any work, consult with local officials to ensure compliance with local codes and ordinances.



Existing building from E State St looking northeast.



Existing building from back parking area looking southwest.

NOTES

The building at 214 E State Street in Jefferson, Iowa has been underutilized for years, but new owners are poised to rehabilitate the building for use as a "pop up boutique" and event venue. This design proposal provides conceptual plans, renderings, and guidance for the building rehabilitation.

Building Exterior

- The historic building form is largely intact, although most of the windows have been altered and there is some deferred maintenance. Tackle the deferred maintenance first to prevent damage to the existing building. Replace the roof, including a new metal coping and drip edge at the parapet walls. Ensure gutters and downspouts are appropriately sloped and direct water sufficiently down and away from the building.
- The existing masonry needs repair, including the bricks, structural tile on the east and west sides of the building, and the concrete masonry units on the addition. Remove vegetation from all areas of the façade prior to repointing. Engage a mason that is well versed in historic masonry and follows proper repointing methods and mortar-mixing techniques. Spot replace masonry units that are damaged on the southeast corner of the façade, and in various locations on the east and west facades where damaged. Choose replacement bricks and structural block that matches the existing units in size, color, and texture.

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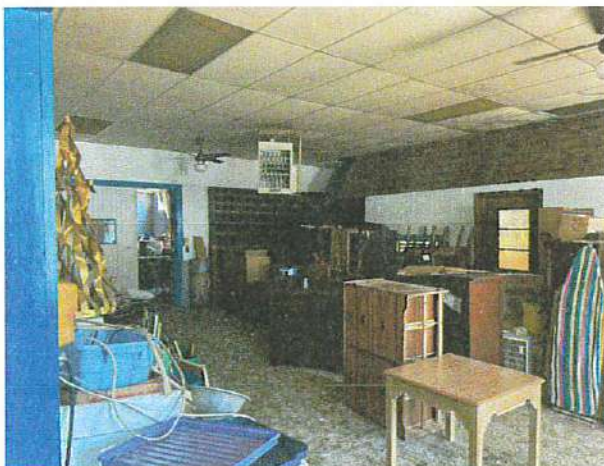
- Remove the conduit that is exposed on the exterior of the building and rewire as appropriate to new plans, and in such a way as to minimize disruption of new use. Electrical, mechanical, and plumbing throughout the building should be inspected and modified as necessary to suit plans.
- The storefront windows, entry and alley-side windows have been infilled. We recommend all extant windows be rehabilitated and utilized where possible. Any new windows should be installed to completely fill the existing window openings where they were infilled. We recommend a dark color for the frames and clear glass to allow maximum natural light and visibility into the retail space.
- Install a new front entrance door and sidelights at the northwest corner of the building for a more welcoming commercial appearance. Business hours can be added to the front door glass with white vinyl lettering.
- Install a flat, modern, dark canopy with cable supports over the front door as shown. Install all brackets into mortar joints and *not* the bricks themselves.
- The rendering shows a decorative signage panel above the door. We show a suggested color scheme and logo for the business with a navy, white, and gold color scheme to compliment the masonry colors and lend a sophisticated look.
- We recommend a projecting blade sign be installed as shown to draw attention to the business from both sides of E State St.



Entryway looking north.

Outdoor Space

- The lot to the east side of the building is currently empty and not used. We recommend this be redeveloped into an outdoor event space to support the interior use.
- We propose a new opening for double doors be cut in the east wall of the building for a connection between the interior and exterior patio area. Due to the grade change between the existing floor and the ground plane, stairs will have to be built. We suggest leaving the existing loading ramp to allow for easy access to the service areas of the building. The front entrance will continue to be the accessible entrance.
- A stage, plantings, and tables are shown for the patio. Consider installing sconces along the east wall. An entry fence and arch entry provides both a screen from the street and a welcoming entrance to the outdoor space.
- Replace the overhead doors to improve both functionality and aesthetics.



Interior of proposed retail space looking northeast.

Interior

- The existing interior of the building is fairly open in plan, with the exception of the front room at the storefront. We recommend the front room be utilized as

- a retail space. The retail area can be locked and access can be limited when the event space is rented.
- With small changes, the two smaller rooms within that space can be utilized as fitting rooms. Install an opaque film over the windows to add privacy. We recommend removing the faux roof and drop ceiling in that space. Install a new ceiling and finishes as desired. Install new light fixtures and new flooring.
 - The front entry space is shown as a lounge area, a place for coat racks, and tables for gifts/cards and host displays.
 - The furniture and dance floor layout shown is just an example for space use and occupancy planning. Any elements can be moved around to suit each event.
 - Most of the building will remain open for the event space. Due to the square footage of the primary space, we recommend that at least three toilet rooms be constructed. The floor plan shows three accessible, single occupancy toilet rooms towards the northwest corner of the building. A mechanical room can also be made



Proposed event space looking southeast.



Proposed event space looking northeast.

in this corner, as well as a janitorial closet with a mop sink.

- The existing partition wall directly to the south of the existing overhead door and loading ramp is well-suited to bar service use and a guest-oriented buffet. The inside of this area can be used for employee/catering food and bar prep.

- We recommend the addition to the building be used as back-of-house space and an employee staging area. We suggest furnishing this area with commercial grade catering kitchen equipment for event food service.

- The small existing room to the northeast of the retail space can be utilized as storage for tables and chairs.

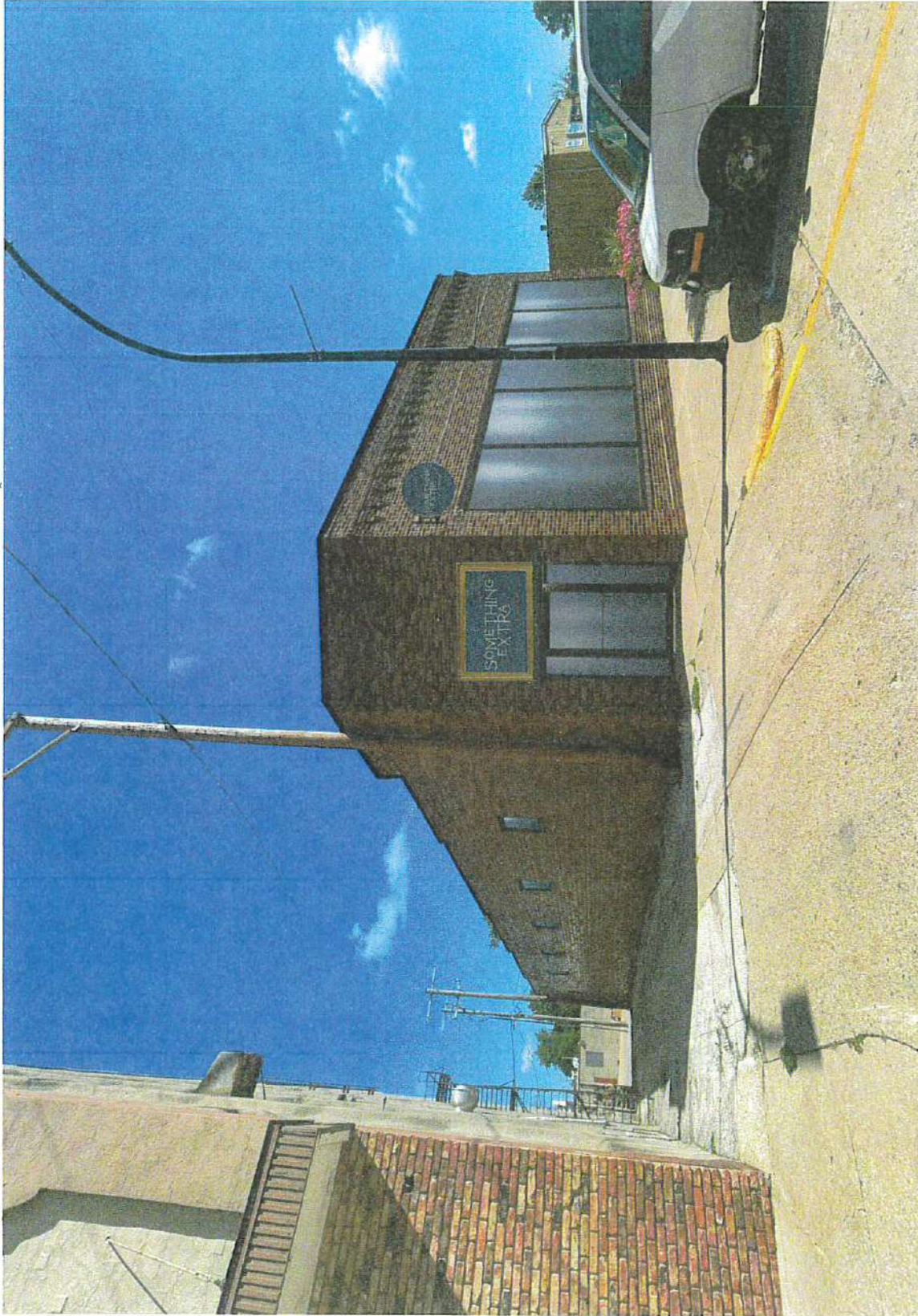
- Existing flooring throughout the building is mismatched and in poor condition. There are also hazardous materials, including asbestos-containing materials, that will need to be abated prior to installation of new finishes.

- In general, existing wall and ceiling finishes are in poor condition and need to be repaired and repainted.

- Keep durability in mind when selecting new materials. The flooring in the event space will need to withstand frequent furniture movement and high traffic. For this reason, we recommend a smooth wood, or composite commercial grade floor.

Main Street Iowa recommendations follow the [Secretary of Interior's Standards](#) for the rehabilitation of historic buildings. Additional information on technical guidance can be found in [Preservation Briefs](#) prepared by the National Park Service.

Main Street Iowa design staff is available to provide continued assistance as the project progresses. Please contact Sarah Lembke (515.348.6181 or sarah.lemcke@iowaeda.com) with any questions, requests for technical information or project updates.



Proposed Exterior Rendering from Southeast Corner



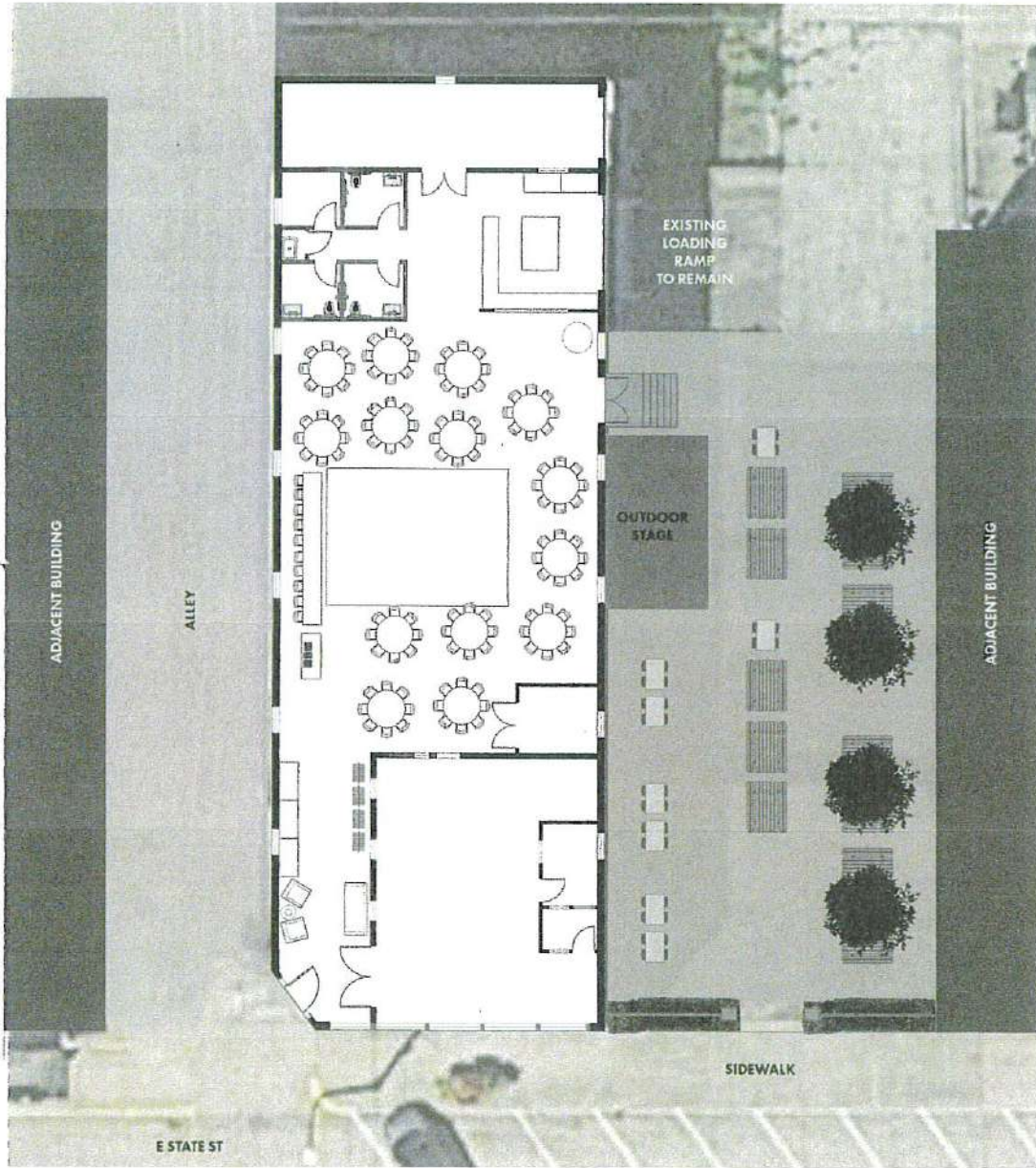
Proposed Exterior Rendering from E State St looking North.

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Proposed Exterior Rendering from lot looking southwest.

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PROPOSED SITE PLAN



City of Jefferson

Neighborhood Improvement Incentive Program Application

Purpose:

The purpose of this grant program is to assist organizations, residents, and business owners within the City of Jefferson to strengthen their neighborhood's appearance, to promote the area to visitors, and to improve the quality of life.

Eligible Applicants:

- ◆ Eligible applicants are owner occupied property owners in the City of Jefferson who are committed to improve neighborhoods, promote the area, and improve the quality of life.

Eligible Projects to be Considered for Funding: (At least one of the items)

- ◆ Projects that demolish a structure, including grading and seeding the area, in residential or commercial and public or private property.
- ◆ Projects that correct violations of the current International Property Maintenance Code
- ◆ Project must be completed one year from application approval date.

Funding Requirements:

- ◆ Maximum request is \$2,000. *\$1000*
- ◆ Grant funds are available on a reimbursement basis only.
- ◆ Grants will generally be awarded on a 50/50 cash match basis up to \$2,000 on materials only.
- ◆ Before and after pictures are required for funding.

Applicant Information

Organization Name: _____ Project Name: _____

Contact Person: _____ Mailing Address: _____

City, State, Zip: _____ Daytime Phone Number: _____

Application Date: _____ E-mail: _____

Total Project Cost: \$ _____ Amount requesting from this grant program: \$ _____

Project Address: _____

Project Description _____

The City Administrator and the Building Official will make final recommendations to the City Council regarding which projects should be funded. However, they will solicit input by utilizing, the City Engineer, City Department Staff, and/or City Council Members.

For More Information/Questions:

Contact the City Administrator, City Clerk or Building Official at 515-386-3111.

Approval Date: _____

Denial _____

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ORDINANCE NO.

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JEFFERSON, IOWA, 2017, BY AMENDING PROVISIONS PERTAINING TO ANNOYANCES OR DISTURBANCES CAUSED BY DOGS

Be it enacted by the City Council of Jefferson, Iowa:

SECTION 1. Section Amended. Section 55.09 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, is repealed and the following adopted in lieu thereof:

55.09 ANNOYANCE OR DISTURBANCE. It is unlawful for the owner of a dog to allow or permit such dog to cause serious annoyance or disturbance to any person or persons by frequent and habitual howling, yelping, barking, or otherwise; or by running or chasing persons, bicycles, automobiles or other vehicles. The aforementioned notwithstanding, dogs howling, yelping barking, or otherwise, or engaged in permissible physical activity such as running, while using the City dog park or while inside the Community Shelter in compliance with City policies for these facilities, shall be exempt from the restrictions of this Section.

SECTION 2. Repealer. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed

SECTION 3. Severability. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 4. When effective. This ordinance shall be in effect after its final passage, approval and publication as provided by law.

Finally passed by the Council on January 9, 2024, and approved on January 9, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING POLICIES REGARDING THE ANIMAL SHELTER AND
DOG PARK AND ADJUSTING DOG LICENSE FEES

WHEREAS, the City's Animal Shelter Board has proposed certain policies concerning the animal shelter and dog park, including the increase of fees for dog licenses; and

WHEREAS, Section 56.02 of the Code of Ordinances of the City of Jefferson, Iowa, 2017, authorizes the City to set pet license fees by resolution; and

WHEREAS, the policies have been developed to assist staff, employees, and volunteers with the efficient and safe operation of the animal shelter, and the City Council desires them to be so utilized.

NOW, THEREFORE, It Is Resolved by the City Council of Jefferson, Iowa as follows:

Section 1. The City approves the following policies regarding the operation of the animal shelter and dog park:

Policy 1. Dog License Fees. Effective January 10, 2024, the annual pet license fees per dog for the City of Jefferson shall be as follows:

Spayed or Neutered	\$10.00 per dog
Not Spayed or Neutered	\$15.00 per dog
Spayed or Neutered if owner owns in excess of four dogs	\$25.00 for each additional dog beyond the fourth dog
Not Spayed or Neutered if owner owns in excess of four dogs	\$45 for each additional dog beyond the fourth dog

Section 2. The Mayor, City Clerk, and City Administrator are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on January 9, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

RESOLUTION NO. _____

A RESOLUTION APPROVING
MEMORANDUM OF UNDERSTANDING REGARDING
COLLECTIVE BARGAINING AGREEMENT

WHEREAS, the City of Jefferson (the “**Employer**”) and the American Federation of State, County & Municipal Employees - Iowa Council 61, and its affiliated Local 3949 (the “**Union**”), are parties to a collective bargaining agreement for the years 2021 through 2026 (the “**2021-2026 Collective Bargaining Agreement**”); and

WHEREAS, the Union has proposed and the Employer has agreed to changes to the 2021-2026 Collective Bargaining Agreement as set forth in a certain Memorandum of Understanding (the “**MOU**”); and

WHEREAS, the City Council finds that it is in the best interests of the City of Jefferson that the proposed MOU regarding the 2021-2026 Collective Bargaining Agreement be approved.

NOW, THEREFORE, It Is Resolved by the City Council of the City of Jefferson, Iowa, as follows:

Section 1. The MOU that is now before this Council is hereby approved effective the date of this Resolution to become effective for the pay period following passage of this resolution. The terms of the MOU are not retroactive.

Section 2. The Mayor and City Administrator are hereby authorized and directed to execute and deliver the MOU on behalf of the City, in substantially the form and content in which such agreement has been presented to this Council, and such officers are also authorized to make such changes, modifications, additions or deletions as they, with the advice of the City’s collective bargaining representative, may believe to be necessary.

Section 3. The Mayor, City Administrator, and City Clerk are authorized and directed to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 4. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on January 9, 2023.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF JEFFERSON, IOWA AND
AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES
IOWA COUNCIL 61, AFL-CIO**

This Memorandum of Understanding (“Memo”) is entered into on this ____ day of _____ 2023, by and between the City of Jefferson, Iowa (“City”) and the American Federation of State, County and Municipal Employees, Iowa Council 61, AFL-CIO (“Union”).

WHEREAS, City and Union entered into a collective bargaining agreement for the period of January 1, 2021 through June 30, 2026,” (the “Contract”); and

WHEREAS, the Contract governs certain conditions of employment for members of the Union who are employed by City; and

WHEREAS, the parties agree to amend the Contract to make certain changes to the wages and steps for police department employees; and

WHEREAS, this Memo sets forth the revisions negotiated between the parties.

IT IS THEREFORE AGREED, by and between City and Union as follows:

1. Article 18, Wages for Police Department Employees is revised as follows:

POLICE DEPARTMENT EMPLOYEES:

From January 1, 2021 to Date of MOU

Increase Date	Increase Amount	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
1/1/2021	\$2,500.00 Officer Sergeant	\$47,321.00 \$57,540.00	\$48,509.00	\$49,898.00	\$51,287.00	\$52,975.00	\$54,459.00
7/1/2021	4.5% Officer Sergeant	\$49,450.45 \$60,129.30	\$50,691.91	\$52,143.41	\$53,594.92	\$55,254.38	\$56,909.66
7/1/2022	4.25% Officer Sergeant	\$51,552.09 \$62,684.80	\$52,846.31	\$54,359.50	\$55,872.70	\$57,602.69	\$59,328.32
7/1/2023	4.25% Officer Sergeant	\$53,743.05 \$65,348.90	\$55,092.28	\$56,669.78	\$58,247.29	\$60,050.80	\$61,849.77
2024	3%						
2025	3%						

***Wages were further adjusted by MOU dated July 8, 2022.**

Patrol-Grade 1: A regular full-time probationary employee.

Patrol-Grade 2: A regular full-time employee who has completed his/her probationary period and has completed one (1) year of full-time continuous employment with the Employer.

Patrol-Grade 3: A regular full-time employee who has completed two (2) years of full-time continuous employment with the Employer.

Patrol-Grade 4: A regular full-time employee who has completed three (3) years of full-time continuous employment with the Employer.

Patrol-Grade 5: A regular full-time employee who has completed five (5) years of full-time continuous employment with the Employer.

Patrol-Grade 6: A regular full-time employee who has completed ten (10) years of full-time continuous employment with the Employer.

The City retains the right to hire experienced employees at a wage level commensurate with his/her experience.

From Date of MOU to end of Contract Term

Increase Date	Increase Amount	Step 1	Step 2	Step 3
Date of MOU through June 30, 2024—Officer		\$58,583.95	\$63,493.90	\$67,420.88
Sergeant		\$71,235.19		
7/1/2024—Officer	3%	\$60,341.47	\$65,398.72	\$69,443.51
Sergeant		\$73,372.25		
7/1/2025—Officer	3%	\$62,151.71	\$67,360.68	\$71,526.81
Sergeant		\$75,573.42		

Step 1: New hire. Not certified by ILEA.

Step 2: ILEA certification complete.

Step 3: A certified regular full-time employee who has completed two (2) years of full-time continuous employment with the Employer.

The City retains the right to hire experienced employees at a wage level commensurate with his/her experience.

2. All other articles and sections of the Contract remain unchanged.
3. The undersigned acknowledge and represent that they are authorized to enter into this Agreement and that the terms and conditions are binding upon the parties, their officers, members, successors and assigns.
4. This interpretation shall be effective upon the execution of this Memo.

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RESOLUTION NO. _____

A RESOLUTION APPROVING A SUBSTANCE ABUSE POLICY FOR THE CITY OF JEFFERSON FOR EMPLOYEES COVERED BY THE FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION

WHEREAS, the City has proposed certain policies concerning substance abuse treatment and rehabilitation for employees testing positive for the use of drugs or alcohol abuse; and

WHEREAS, the policies have been developed to assist officials, staff and employees with the promotion of employee safety and substance abuse rehabilitation, and the City Council desires the policies to be so utilized.

NOW, THEREFORE, It Is Resolved by the City Council of Jefferson, Iowa as follows:

Section 1. The City approves and adopts the policy titled as the City of Jefferson Substance Abuse Policy for Employees Covered by the Federal Motor Carrier Safety Administration (FMCSA):

Section 2. The Mayor, City Clerk, and City Administrator are authorized to take such further action as may be necessary to carry out the intent and purpose of this resolution.

Section 3. All resolutions and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption and approval.

Passed and approved on January 9, 2024.

Craig Berry, Mayor

Attest:

Roxanne Gorsuch, City Clerk

City of Jefferson
Substance Abuse Policy for employees covered by the
Federal Motor Carrier Safety Administration (FMCSA)

If the test of an employee, who is subject to the requirements of federal DOT drug and alcohol testing, results in an MRO verified positive test for the use of drugs, or an alcohol concentration of 0.04 or greater, the employee will be referred to an appropriate substance abuse professional for assessment and enrollment in a treatment and rehabilitation program, if recommended. Results of the positive drug or alcohol test and terms of the rehabilitation will remain confidential, except as provided by the Federal Regulations

Employees referred to the treatment and rehabilitation program as a result of an MRO verified positive test or breath testing showing an alcohol concentration above 0.04, must immediately cease any substance abuse, must be subject to testing before returning to safety-sensitive duty, must subject themselves to periodic unannounced testing for a period of not to exceed sixty months, and must comply with all other conditions of the treatment and counseling program recommended by the substance abuse professional.

All expenses of the substance abuse treatment and rehabilitation program shall be paid for entirely by the employee with the employee health insurance provider funding a portion as provided in the benefit plan.

An employee required to take time off in order to participate in a rehabilitation program will be permitted to use sick leave, vacation time, compensatory time, and/or unpaid leave.

Participation in substance abuse treatment and rehabilitation will not result in disciplinary action; however, non-covered duties may be assigned until the MRO or substance abuse professional determines that the employee may return to duty. Successful completion of the prescribed program will be required for the employee to continue employment with the employer.

If an employee is undergoing substance abuse treatment and counseling or has returned to duty upon successfully completing such treatment and rehabilitation and a subsequent test is verified by the MRO as positive, or results in an alcohol concentration of 0.04 or greater, the employee will be terminated.

Employees who undergo substance abuse treatment and counseling under this policy and who continue to work must meet all established standards of conduct and job performance.

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EFR EMPLOYEE & FAMILY RESOURCES

877.883.1387
INFO@EFR.ORG

PROGRAM OVERVIEW

CORE EAP

SCAN TO LEARN MORE



Counseling

This benefit includes 3 or 6 sessions with a masters-level counselor. Counseling sessions may take place virtually or in-person.



24/7/365

Phone-Based Support

EFR provides unlimited telephonic access to a masters-level counselor for immediate support.



Life Coaching

Receive telephonic or virtual coaching to nurture personal growth and develop soft skills.



Legal Consultation

Consult with an attorney in-person or virtually for any personal legal issue, excluding employment-related legal concerns. If an attorney is retained for legal services, there is a 25% discount on legal fees.



Financial Consultation

Consult with a financial professional in-person or virtually. Referral to a local provider can be arranged if ongoing assistance is needed. In addition, EFR provides unlimited access to an exclusive financial website.



Dedicated Account Manager

As a high-touch EAP, your dedicated Account Manager serves as your strategic partner and provides recommendations, consultations, and ongoing support for EAP promotion.

Additional Services Included with Core EAP:

- ID Theft Resolution
- Child/Elder Care Resources
- Wellness Education
- Mobile App
- Promotional Materials
- Benefits Orientation
- Management Referral Program
- Management Consultation
- Culture Audit Including SWOT Analysis and Action Plan
- Utilization Report



On-site Crisis Response

Receive on-site group debriefings, generally held 24-72 hours of the incident, to accelerate the recovery time of affected individuals and help your organization return to normal as quickly as possible.



Togetherall

Join Togetherall's free and anonymous online community available 24/7 for mental health support and a sense of connection. The platform also includes access to a library of self-assessments and other mental health resources.

Benefits are available to employees and their household family members, unless otherwise stated.

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Employee & Family Resources



EFR EMPLOYEE & FAMILY RESOURCES

EAP Support for Managers

Are you experiencing a difficult employee concern or situation?

Your Employee Assistance Program (EAP) from Employee & Family Resources (EFR) is **here to help!**

We offer **telephone-based support** via our team of **masters-level counselors 24 hours a day, 7 days a week, 365 days a year.**

We are here to assist with any issues, concerns, or questions you may have, **no matter how big or small!**

Crisis Response Services

When your workplace is impacted by a critical incident, we provide services to minimize disruption, foster resilience, and accelerate recovery after a crisis.

Examples of critical incidents include, but are not limited to:

- Death
- Robbery
- Natural disasters
- Terminal illness
- On-Site and/or off-site employee injuries

Consult with our masters-level counselors to arrange services, **including on-site group debriefings typically held within 24 - 72 hours of the incident.**



Here to Help Hub

Our **FREE quarterly email-newsletter** offers information and tips for responding to relevant issues that commonly appear within the workplace.

Employee & Family Resources
505 Fifth Avenue, Suite 600
Des Moines, IA 50309
efr.org



Management Consultation

Support for leaders on workplace performance issues.

Assistance includes, but is not limited to:

- Addressing employee performance concerns and **implementing a plan for improvement.**
- Managing a difficult employee
- Responding to a workplace conflict and **determining the best course of action**



Management Referral

A tool for responding to an employee with a work performance issue or company policy violation **with the goal of improving job performance, productivity and retention.**

We provide an **assessment** of the employee's challenges and provide **recommendations** for resolving those challenges, as well as ongoing case-management of follow-through with recommendations.

Life Happens, We're Here to Help!



EFR EMPLOYEE & FAMILY RESOURCES



800-327-4692

One Number, All Services



Contractor's Application for Payment No. 11 (eleven)

Application Period: 12/1/2023 to 12/31/2023		Application Date: 1/3/2024	
To (Owner): 200 N Chestnut St, Jefferson, IA	City of Jefferson	Shank Constructors, Inc.	Bolton & Menk Ames, IA
Owner's DWSRF Number: 1445	Contractor's Contract Number:	1316	Engineer's Project Number: 134997
Project: Jefferson WWTP		Contract:	

Application For Payment - Change Order Summary			
Approved Change Orders			
Number	Additions	Deductions	
CO 1	\$ 185,359.09		
CO 2	\$ 62,089.77		
CO 3	\$ 117,779.30		
Totals:		\$ 365,228.16	\$ -
Net Change by Change Order:		\$ 365,228.16	\$ 365,228.16

1. Original Contract Price.....	\$ 17,504,700.00
2. Net change by Change Orders.....	\$ 365,228.16
3. Current Contract Price (Line 1 ± 2).....	\$ 17,869,928.16
4. Total Completed and Stored to Date (Column F on Progress Estimate).....	\$ 7,531,296.92
5. Retainage	
a. 5.0% X \$ 5,846,466.09 Work Completed.....	\$ 292,323.30
b. 5.0% X \$ 1,684,830.83 Stored Material.....	\$ 84,241.54
c. Early Release of Retainage.....	\$ -
d. Total Retainage (Line 5a + Line 5b - Line 5c).....	\$ 376,564.84
6. Amount Eligible to Date (Line 4 - Line 5d).....	\$ 7,154,732.08
7. Less Previous Payments (Line 6 from prior Application).....	\$ 6,720,248.63
8. Amount Due This Application.....	\$ 434,483.45
9. Balance to Finish, Plus Retainage (Column G on Progress Estimate + Line 5 above).....	\$ 10,715,196.08

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Date: 1/3/2024

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Payment of: \$434,483.45 (Line 8 or other - attach explanation of the other amount)

is recommended by: 01/04/2024 (Date)
(Engineer)

Payment of: (Line 8 or other - attach explanation of the other amount)

is approved by: (Owner) (Date)

Approved by: Funding Agency (if applicable) (Date)

Progress Estimate - Lump Sum Work

Contractor's Application

For (Contract): 0		Application Number: 11 (eleven)						
Application Period: 12/1/2023 to 12/31/2023		Application Date: 12/1/2023						
Specification Section Number	A Description	B Scheduled Value (\$)	C Work Completed		E	F Total Completed to Date (C + D)	G Balance to Finish (B - F)	
			From Previous Application (C+D)	This Period				% (F/B)
Division 01 - General Requirements								
	Mobilization	\$ 525,200.00	\$ 525,200.00			\$ 525,200.00	100.00%	\$ -
	Allowances	\$ 550,000.00	\$ 1,982.00			\$ 1,982.00	0.36%	\$ 548,018.00
	Allowances - Enviro-mix	\$ 525,000.00	\$ 52,500.00			\$ 52,500.00	10.00%	\$ 472,500.00
Division 02								
	Site Removals	\$ 86,400.00	\$ 67,900.00			\$ 67,900.00	78.59%	\$ 18,500.00
	Demo SST Tank	\$ 445,800.00	\$ 445,800.00			\$ 445,800.00	100.00%	\$ -
	Strip Top Soil	\$ 25,700.00	\$ 25,100.00			\$ 25,100.00	97.67%	\$ 600.00
	Site Prep Sludge Tank	\$ 215,500.00	\$ 215,500.00			\$ 215,500.00	100.00%	\$ -
	Excavation Sludge Tank	\$ 338,700.00	\$ 338,700.00			\$ 338,700.00	100.00%	\$ -
	Excavation Sludge Loadout	\$ 78,400.00	\$ 52,100.00			\$ 52,100.00	66.45%	\$ 26,300.00
	Excavation AET Lift Station	\$ 326,185.00	\$ 300,000.00			\$ 300,000.00	91.97%	\$ 26,185.00
	Excavation Rapid Mix Tank	\$ 98,200.00	\$ 88,200.00			\$ 88,200.00	89.82%	\$ 10,000.00
	Excavation Ferric Slab	\$ 9,500.00	\$ 9,500.00			\$ 9,500.00	100.00%	\$ -
	Splitter Box Bypass	\$ 55,100.00	\$ -			\$ -	0.00%	\$ 55,100.00
	Grading Sidewalks	\$ 9,900.00	\$ -			\$ -	0.00%	\$ 9,900.00
	Top Soil Placement	\$ 12,900.00	\$ -			\$ -	0.00%	\$ 12,900.00
2370.0	Erosion Control	\$ 20,000.00	\$ 16,300.00			\$ 16,300.00	81.50%	\$ 3,700.00
	Site Concrete	\$ 75,600.00	\$ -			\$ -	0.00%	\$ 75,600.00
2920.0	Seeding	\$ 5,000.00	\$ -			\$ -	0.00%	\$ 5,000.00
	30" & 24" PP to Splitter Box	\$ 444,950.00	\$ -			\$ -	0.00%	\$ 444,950.00
	6" & 8" ST & 4" PD East	\$ 155,920.00	\$ 106,400.00			\$ 106,400.00	68.24%	\$ 49,520.00
	Piping Rapid Mix Area	\$ 253,380.00	\$ -			\$ -	0.00%	\$ 253,380.00
	6" ST & 12" RAS by AET Lift Station	\$ 172,880.00	\$ -			\$ -	0.00%	\$ 172,880.00
	16" MLR to Aeration	\$ 558,620.00	\$ -			\$ -	0.00%	\$ 558,620.00
	HDPE/Utility Water	\$ 161,250.00	\$ -			\$ -	0.00%	\$ 161,250.00
	Aeration Tank Demo	\$ 28,770.00	\$ -			\$ -	0.00%	\$ 28,770.00
	Headworks Demo	\$ 11,150.00	\$ -			\$ -	0.00%	\$ 11,150.00
	Blower Building Demo	\$ 8,150.00	\$ -			\$ -	0.00%	\$ 8,150.00
	Clarifiers Demo	\$ 421,920.00	\$ 140,640.00			\$ 140,640.00	33.33%	\$ 281,280.00
	Biosolids Demo	\$ 83,510.00	\$ -			\$ -	0.00%	\$ 83,510.00
	Disinfection Demo	\$ 6,500.00	\$ -			\$ -	0.00%	\$ 6,500.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
Division 03								
	Concrete - Anoxic Basin	\$ 1,155,800.00	\$ 929,300.00	\$ 210,000.00		\$ 1,139,300.00	98.57%	\$ 16,500.00
	Concrete - Biosolids Loadout	\$ 132,700.00	\$ 2,500.00			\$ 2,500.00	1.88%	\$ 130,200.00
	Concrete - Rapid Mix	\$ 127,900.00	\$ 123,400.00			\$ 123,400.00	96.48%	\$ 4,500.00
	Concrete - Biosolids Control	\$ 33,600.00	\$ 700.00			\$ 700.00	2.08%	\$ 32,900.00
	Concrete - Ferric Chloride	\$ 33,600.00	\$ 33,600.00			\$ 33,600.00	100.00%	\$ -
	Concrete - Misc	\$ 39,395.00	\$ 750.00			\$ 750.00	1.90%	\$ 38,645.00
	Precast Plank	\$ 30,500.00	\$ -	\$ 2,500.00		\$ 2,500.00	8.20%	\$ 28,000.00
Division 04								
	Masonry	\$ 155,440.00	\$ 7,500.00			\$ 7,500.00	4.83%	\$ 147,940.00
Division 05								
	Metals Installation	\$ 44,650.00	\$ -			\$ -	0.00%	\$ 44,650.00
	Misc Metals Supply	\$ 111,960.00	\$ 31,404.00			\$ 31,404.00	28.05%	\$ 80,556.00
Division 06								
	Wood Blocking	\$ 56,600.00	\$ -			\$ -	0.00%	\$ 56,600.00
Division 07								
7535.0	Roofing & Sheet metal	\$ 169,000.00	\$ -			\$ -	0.00%	\$ 169,000.00
	Sealants	\$ 33,500.00	\$ -			\$ -	0.00%	\$ 33,500.00
Division 08								
	HM Doors & Frames	\$ 6,705.00	\$ -			\$ -	0.00%	\$ 6,705.00
	Hatches & Door Installation	\$ 39,500.00	\$ -			\$ -	0.00%	\$ 39,500.00
	Hatches & Door Installation	\$ 25,000.00	\$ -			\$ -	0.00%	\$ 25,000.00
Division 09								
	Coatings	\$ 765,550.00	\$ 296,000.00			\$ 296,000.00	38.67%	\$ 469,550.00
Division 11								
11000.0	Equipment	\$ 1,348,516.00	\$ 27,000.00			\$ 27,000.00	2.00%	\$ 1,321,516.00
11266.0	Vessco direct Supplied Equipment	\$ 247,600.00	\$ -			\$ -	0.00%	\$ 247,600.00
11315.0	UV Disinfection Equipment	\$ 114,118.00	\$ 5,706.00			\$ 5,706.00	5.00%	\$ 108,412.00
11330/31	Rotary Lobe Pumps	\$ 88,677.00	\$ 4,400.00	\$ (4,400.00)		\$ -	0.00%	\$ 88,677.00
11351.0	Bar Screens & Dewatering Press	\$ 356,634.00	\$ 71,820.00			\$ 71,820.00	20.14%	\$ 284,814.00
11372.0	Clarifier Equipment	\$ 129,230.00	\$ 6,460.00			\$ 6,460.00	5.00%	\$ 122,770.00
11372.0	Blowers	\$ 159,150.00	\$ 15,960.00			\$ 15,960.00	10.03%	\$ 143,190.00
11374/75	Fine Pore Membrane Aeration Equip Installation	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
Division 11								
	Aeration Splitter Box	\$ 3,900.00	\$ -			\$ -	0.00%	\$ 3,900.00
	Secondary Splitter Box	\$ 56,700.00	\$ -			\$ -	0.00%	\$ 56,700.00
	Aeration Tank Install	\$ 7,100.00	\$ -			\$ -	0.00%	\$ 7,100.00
	MLR 1, 2, 3	\$ 20,500.00	\$ -			\$ -	0.00%	\$ 20,500.00
	Headworks Equipment	\$ -	\$ -			\$ -	0.00%	\$ -

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Specification Section Number	A Description	B Scheduled Value (\$)	C Work Completed		E	F		G
			From Previous Application (C+D)	This Period		Total Completed to Date (C + D)	% (F/B)	
	Blower Building Equipment	\$ 31,300.00	\$ -			\$ -	0.00%	\$ 31,300.00
	Clarifiers Install	\$ 71,600.00	\$ 3,500.00			\$ 3,500.00	4.89%	\$ 68,100.00
	Was Pumps	\$ 4,830.00	\$ -			\$ -	0.00%	\$ 4,830.00
	Disinfection Install	\$ 3,990.00	\$ -			\$ -	0.00%	\$ 3,990.00
	RAS/PST Pumps	\$ 49,350.00	\$ -			\$ -	0.00%	\$ 49,350.00
	Flexzone - Anoxic Basin	\$ 20,680.00	\$ -			\$ -	0.00%	\$ 20,680.00
	Flexzone - Storage Tank	\$ 68,550.00	\$ -			\$ -	0.00%	\$ 68,550.00
	Flexzone - Aeration	\$ 61,450.00	\$ -			\$ -	0.00%	\$ 61,450.00
	Course Bubble Digester	\$ 17,800.00	\$ -			\$ -	0.00%	\$ 17,800.00
	Course Bubble WAS	\$ 4,800.00	\$ -			\$ -	0.00%	\$ 4,800.00
	Aeration Overflows	\$ 12,350.00	\$ -			\$ -	0.00%	\$ 12,350.00
Division 13								
13216.0	Tank Mobilization	\$ 120,000.00	\$ 120,000.00			\$ 120,000.00	100.00%	\$ -
13216.0	Tank De-Mobilization	\$ 40,000.00	\$ 40,000.00			\$ 40,000.00	100.00%	\$ -
13216.0	Design Drawings & Calcs	\$ 104,000.00	\$ 104,000.00			\$ 104,000.00	100.00%	\$ -
13216.0	Footing Forms	\$ 24,000.00	\$ 24,000.00			\$ 24,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 56,000.00	\$ 56,000.00			\$ 56,000.00	100.00%	\$ -
13216.0	Place Floor/Footing Concrete	\$ 80,000.00	\$ 80,000.00			\$ 80,000.00	100.00%	\$ -
13216.0	Install Beds	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Form/Reinforce/Pour Panels	\$ 129,000.00	\$ 129,000.00			\$ 129,000.00	100.00%	\$ -
13216.0	Erect Panels	\$ 72,000.00	\$ 72,000.00			\$ 72,000.00	100.00%	\$ -
13216.0	Joints and Curb	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Shotcrete Diaphragm	\$ 29,000.00	\$ 29,000.00			\$ 29,000.00	100.00%	\$ -
13216.0	Erect Shoring	\$ 31,000.00	\$ 31,000.00			\$ 31,000.00	100.00%	\$ -
13216.0	Erect Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Reinforcing	\$ 54,000.00	\$ 54,000.00			\$ 54,000.00	100.00%	\$ -
13216.0	Place Dome Concrete	\$ 16,000.00	\$ 16,000.00			\$ 16,000.00	100.00%	\$ -
13216.0	Remove Formwork	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
13216.0	Prestress	\$ 45,000.00	\$ 45,000.00			\$ 45,000.00	100.00%	\$ -
13216.0	Wire Coat	\$ 19,000.00	\$ 19,000.00			\$ 19,000.00	100.00%	\$ -
13216.0	Body Coat	\$ 17,000.00	\$ 17,000.00			\$ 17,000.00	100.00%	\$ -
13216.0	Final Coat	\$ 4,000.00	\$ 4,000.00			\$ 4,000.00	100.00%	\$ -
13216.0	Tank Pipe, Fittings & Appurtenances	\$ 64,000.00	\$ 64,000.00			\$ 64,000.00	100.00%	\$ -
13216.0	Decorative Paint - Exterior	\$ 23,000.00	\$ 23,000.00			\$ 23,000.00	100.00%	\$ -
Division 14								
14620.0	Hoists	\$ 9,620.00	\$ -			\$ -	0.00%	\$ 9,620.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
Division 15								
	Grit Separation Piping	\$ 34,900.00	\$ -			\$ -	0.00%	\$ 34,900.00
	Process Piping (Valve Repl)	\$ 290,100.00	\$ 35,700.00	\$ 42,000.00		\$ 77,700.00	26.78%	\$ 212,400.00
	Mixed Liquor Return Piping	\$ 289,560.00	\$ -			\$ -	0.00%	\$ 289,560.00
	Sludge Transfer Piping	\$ 50,080.00	\$ -			\$ -	0.00%	\$ 50,080.00
	Aeration Piping	\$ 391,900.00	\$ -			\$ -	0.00%	\$ 391,900.00
	RAS Piping	\$ 121,280.00	\$ -			\$ -	0.00%	\$ 121,280.00
	WAS Piping	\$ 68,040.00	\$ -			\$ -	0.00%	\$ 68,040.00
	Supernatant Piping	\$ 5,520.00	\$ -			\$ -	0.00%	\$ 5,520.00
	Chemical Piping	\$ 158,881.00	\$ -			\$ -	0.00%	\$ 158,881.00
	Mechanical Mobilization	\$ 93,320.00	\$ 23,285.00	\$ 7,800.00		\$ 31,085.00	33.31%	\$ 62,235.00
	Plumbing Demolition	\$ 12,995.00	\$ -			\$ -	0.00%	\$ 12,995.00
	HVAC Demolition	\$ 40,565.00	\$ -			\$ -	0.00%	\$ 40,565.00
	Plumbing Rough-In	\$ 51,605.00	\$ -			\$ -	0.00%	\$ 51,605.00
	Plumbing Insulation	\$ 6,300.00	\$ -			\$ -	0.00%	\$ 6,300.00
	HVAC Ductwork Rough-In	\$ 78,125.00	\$ -			\$ -	0.00%	\$ 78,125.00
	HVAC Equipment	\$ 643,105.00	\$ 19,000.00	\$ 18,000.00		\$ 37,000.00	5.75%	\$ 606,105.00
	Temperature Controls	\$ 54,935.00	\$ -			\$ -	0.00%	\$ 54,935.00
	Ductwork Insulation	\$ 4,400.00	\$ -			\$ -	0.00%	\$ 4,400.00
	Testing and Balancing	\$ 13,750.00	\$ -			\$ -	0.00%	\$ 13,750.00
Division 16								
	Preliminary Documents and Submittals	\$ 25,000.00	\$ 20,500.00			\$ 20,500.00	82.00%	\$ 4,500.00
	Mobilization	\$ 35,000.00	\$ 35,000.00			\$ 35,000.00	100.00%	\$ -
	Temporary Power	\$ 20,000.00	\$ 20,000.00			\$ 20,000.00	100.00%	\$ -
	Integration Engineering	\$ 100,000.00	\$ 20,000.00			\$ 20,000.00	20.00%	\$ 80,000.00
	Site Electrical Labor	\$ 150,000.00	\$ 40,500.00	\$ 4,500.00		\$ 45,000.00	30.00%	\$ 105,000.00
	Site Electrical Materials	\$ 210,000.00	\$ 67,500.00	\$ 7,200.00		\$ 74,700.00	35.57%	\$ 135,300.00
	Generator Labor	\$ 65,000.00	\$ -			\$ -	0.00%	\$ 65,000.00
	Generator Materials	\$ 448,000.00	\$ 77,000.00			\$ 77,000.00	17.19%	\$ 371,000.00
	Blower Building Labor	\$ 80,000.00	\$ -			\$ -	0.00%	\$ 80,000.00
	Blower Building Materials	\$ 285,000.00	\$ -			\$ -	0.00%	\$ 285,000.00
	Final Clarifiers Labor	\$ 37,000.00	\$ 12,500.00			\$ 12,500.00	33.78%	\$ 24,500.00
	Final Clarifiers Materials	\$ 15,000.00	\$ 5,000.00			\$ 5,000.00	33.33%	\$ 10,000.00
	Bio Solids Control Complex Labor	\$ 50,000.00	\$ -			\$ -	0.00%	\$ 50,000.00
	Bio Solids Control Complex Materials	\$ 155,000.00	\$ -			\$ -	0.00%	\$ 155,000.00
	Disinfection Building Labor	\$ 40,000.00	\$ -			\$ -	0.00%	\$ 40,000.00
	Disinfection Building Materials	\$ 95,000.00	\$ -			\$ -	0.00%	\$ 95,000.00
	Preliminary Treatment Building Labor	\$ 25,000.00	\$ -			\$ -	0.00%	\$ 25,000.00

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Specification Section Number	A Description	B Scheduled Value (\$)	Work Completed		E	F		G Balance to Finish (B - F)
			C From Previous Application (C+D)	D This Period		Total Completed to Date (C + D)	% (F/B)	
	Preliminary Treatment Building Materials	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Rapid Mix Structure Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Rapid Mix Structure Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Aeration Tanks Labor	\$ 20,000.00	\$ -			\$ -	0.00%	\$ 20,000.00
	Aeration Tanks Materials	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	Bio Solids Loadout Building Labor	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Bio Solids Loadout Building Materials	\$ 185,000.00	\$ -			\$ -	0.00%	\$ 185,000.00
	Anoxic Basin Labor	\$ 35,000.00	\$ -			\$ -	0.00%	\$ 35,000.00
	Anoxic Basin Materials	\$ 75,000.00	\$ -			\$ -	0.00%	\$ 75,000.00
	Communication/Fiber Labor	\$ 45,000.00	\$ -			\$ -	0.00%	\$ 45,000.00
	Communication/Fiber Materials	\$ 100,000.00	\$ -			\$ -	0.00%	\$ 100,000.00
	Demobilization	\$ 10,000.00	\$ -			\$ -	0.00%	\$ 10,000.00
	As-Builts/Close Out Documents	\$ 5,509.00	\$ -			\$ -	0.00%	\$ 5,509.00
Approved Project Change Orders								
CO 1	Unknown Tank Demo & Removal	\$ 185,359.09	\$ 185,359.09			\$ 185,359.09	100.00%	\$ -
CO 2	Clarifier Metal Coatings	\$ 62,089.77	\$ 20,700.00			\$ 20,700.00		\$ 41,389.77
CO 3	Electrical Upgrades VFD's & Metering	\$ 117,779.30						
	Total	\$ 17,869,928.16	\$ 5,558,866.09	\$ 287,600.00	\$ 1,684,830.83	\$ 7,531,296.92	42.15%	\$ 10,338,631.24

Stored Material Summary

Contractor's Application

For (Contract): 0		12/1/2023 to 12/31/2023										Application Number: 11 (eleven)	
Application Period:		12/1/2023										Application Date:	
A Specification Section / Bid Item No.	B Supplier Invoice Number	C Description of Materials or Equipment Stored	Storage Location	D Stored Previously		E Amount Stored this Month (\$)	Subtotal Amount Completed and Stored to Date (D + E)	F Incorporated in Work		G Materials Remaining in Storage (\$) (D + E - F)			
				Date Placed into Storage (Monthly/Year)	Amount (\$)			Date (Monthly/Year)	Amount (\$)				
	54071	Wall Sleeves	Onsite	Mar-2023	\$ 31,649.05	\$ 31,649.05	\$ 31,649.05			\$ 31,649.05			
	54207	6" & 8" TR Flex	Onsite	Mar-2023	\$ 5,357.24	\$ 5,357.24	\$ 5,357.24			\$ 5,357.24			
	54255	4" Perf HDPE	Onsite	Mar-2023	\$ 629.02	\$ 629.02	\$ 629.02			\$ 629.02			
	5639	6" SST Wall Pipe	Onsite	Mar-2023	\$ 654.00	\$ 654.00	\$ 654.00			\$ 654.00			
	54056	4, 6, 8, 12, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 167,849.35	\$ 167,849.35	\$ 167,849.35			\$ 167,849.35			
	54056-001	6, 16, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 4,299.02	\$ 4,299.02	\$ 4,299.02			\$ 4,299.02			
	54063	4, 6, 8, 10, 12, 16, 18 FLG MJ DIP	Onsite	Mar-2023	\$ 48,552.33	\$ 48,552.33	\$ 48,552.33			\$ 48,552.33			
	54058	4, 6, 12, 16, 18, 24, 30 MJ DIP	Onsite	Mar-2023	\$ 57,401.82	\$ 57,401.82	\$ 57,401.82			\$ 57,401.82			
	54056-002	6, 16, 24, 30 MJ DIP	Onsite	Apr-2023	\$ 10,100.00	\$ 10,100.00	\$ 10,100.00			\$ 10,100.00			
	54056-004	24" MJ DIP	Onsite	Apr-2023	\$ 8,802.47	\$ 8,802.47	\$ 8,802.47			\$ 8,802.47			
	54063-002	12" & 18" Flg Fitting	Onsite	Apr-2023	\$ 3,594.17	\$ 3,594.17	\$ 3,594.17			\$ 3,594.17			
	228481	Concrete Reinforcement	Onsite	Apr-2023	\$ 32,243.00	\$ 32,243.00	\$ 32,243.00			\$ 32,243.00			
	54056-007	30" DI 90 & 45 Degree Elbows	Onsite	May-2023	\$ 48,065.56	\$ 48,065.56	\$ 48,065.56			\$ 48,065.56			
	54592-000	LS475 Link Seal	Onsite	May-2023	\$ 1,405.44	\$ 1,405.44	\$ 1,405.44			\$ 1,405.44			
	54063-004	18, 24, 16, 8, 10 Flange Fittings	Onsite	May-2023	\$ 62,911.64	\$ 62,911.64	\$ 62,911.64			\$ 62,911.64			
	229978	Concrete Reinforcement	Onsite	May-2023	\$ 35,916.00	\$ 35,916.00	\$ 35,916.00			\$ 35,916.00			
	54063-005	18" Reducer & Tee	Onsite	Jun-2023	\$ 15,932.92	\$ 15,932.92	\$ 15,932.92			\$ 15,932.92			
	573136	Pipe 304 SS	Onsite	Jun-2023	\$ 29,529.16	\$ 29,529.16	\$ 29,529.16			\$ 29,529.16			
	54056-008	30"x12" DI Tee	Onsite	Jun-2023	\$ 6,804.43	\$ 6,804.43	\$ 6,804.43			\$ 6,804.43			
	231525	Concrete Reinforcement	Onsite	Jun-2023	\$ 32,482.00	\$ 32,482.00	\$ 32,482.00			\$ 32,482.00			
	8804844	3" Sch. 80 PVC	Onsite	Jun-2023	\$ 1,860.38	\$ 1,860.38	\$ 1,860.38			\$ 1,860.38			
	80098	Gaskets	Onsite	Jul-2023	\$ 3,685.13	\$ 3,685.13	\$ 3,685.13			\$ 3,685.13			
	232637	Concrete Reinforcement	Onsite	Jul-2023	\$ 23,376.00	\$ 23,376.00	\$ 23,376.00			\$ 23,376.00			
	20054911	HDPE Water Pipe	Onsite	Jul-2023	\$ 1,221.63	\$ 1,221.63	\$ 1,221.63			\$ 1,221.63			
	20055196	Tracer Wire	Onsite	Jul-2023	\$ 1,425.81	\$ 1,425.81	\$ 1,425.81			\$ 1,425.81			
	905984490	Clarifiers	Onsite	Jul-2023	\$ 303,138.90	\$ 303,138.90	\$ 303,138.90			\$ 303,138.90			
	233451	Concrete Reinforcement	Onsite	Aug-2023	\$ 23,713.00	\$ 23,713.00	\$ 23,713.00			\$ 23,713.00			
	6161808	Flange Bolts n Nuts	Onsite	Aug-2023	\$ 53,565.01	\$ 53,565.01	\$ 53,565.01			\$ 53,565.01			
	54058-001	4, 6, 12, 18, 24, 30" SJ & R/DIP	Onsite	Sep-2023	\$ 57,133.86	\$ 57,133.86	\$ 57,133.86			\$ 57,133.86			
	55884-000	8" MJ DIP	Onsite	Sep-2023	\$ 2,051.04	\$ 2,051.04	\$ 2,051.04			\$ 2,051.04			
	301992	Sludge Tank Aeration	Onsite	Sep-2023	\$ 25,647.00	\$ 25,647.00	\$ 25,647.00			\$ 25,647.00			

C3139-4	Partial TCF Fans	Johnston	Oct-2023	\$ 7,388.00	\$ 7,388.00	\$ 7,388.00	\$ 7,388.00
C3129-1	Unit Heat & Curbs	Johnston	Aug-2023	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00	\$ 28,300.00
C3139-2	Electric Heat	Johnston	Sep-2023	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
C3139-3	Louvers	Johnston	Oct-2023	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
17228	UV Equipment	Onsite	Oct-2023	\$ 222,840.00	\$ 222,840.00	\$ 222,840.00	\$ 222,840.00
5284	Rotary Lobe Pumps	Onsite	Oct-2023	\$ 114,118.00	\$ 114,118.00	\$ 114,118.00	\$ 114,118.00
54063-6	DIP Flanged Fittings	Onsite	Nov-2023	\$ 11,437.45	\$ 11,437.45	\$ 11,437.45	\$ 11,437.45
137622	Portable Hoist	Onsite	Dec-2023	\$ 9,456.00	\$ 9,456.00	\$ 9,456.00	\$ 9,456.00
181121	BarScreen&Wash	Onsite	Dec-2023	\$ 88,677.00	\$ 88,677.00	\$ 88,677.00	\$ 88,677.00
303119	Fine & coarse Aeration	Onsite	Dec-2023	\$ 71,618.00	\$ 71,618.00	\$ 71,618.00	\$ 71,618.00
	Totals			\$ 1,515,079.83	\$ 1,684,830.83	\$ -	\$ 1,684,830.83

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Contractor's Application for Payment

Owner: <u>City of Jefferson</u>	IDOT Project No.: <u>IDOT AIP</u>
Engineer: <u>Bolton & Menk, Inc.</u>	Engineer's Project No.: <u>OT5.125744</u>
Contractor: <u>Jensen Builders Ltd</u>	FAA AIP Project No.: <u>3-19-0049-019-2023</u>
Project: <u>Construct Box Hangar</u>	FAA BIL Project No.: <u>3-19-0049-020-2023</u>
Contract: <u>Construction of a hangar and site improvements</u>	
Application No.: <u>4</u>	Application Date: <u>1/9/2024</u>
Application Period: <u>From 12/2/2023</u>	to 12/29/2023

1. Original Contract Price	\$	1,190,028.00
2. Net change by Change Orders	\$	48,450.00
3. Current Contract Price (Line 1 + Line 2)	\$	1,238,478.00
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$	1,193,532.20
5. Retainage		
a. <u>5%</u> X <u>\$ 1,193,532.20</u> Work Completed	\$	59,676.61
b. _____ X <u>\$ -</u> Stored Materials	\$	-
c. Total Retainage (Line 5.a + Line 5.b)	\$	59,676.61
6. Amount eligible to date (Line 4 - Line 5.c)	\$	1,133,855.59
7. Less previous payments (From Unit Price Sheet - Previous Est.)	\$	1,004,857.46
8. Amount due this application	\$	128,998.13

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor: Jensen Builders Ltd

Signature: Jack Kersten Digitally signed by Jack Kersten
DN: cn=J. Kersten, o=Jensen Builders Ltd, email=J.Kersten@jensbuilders.com, c=US

Date: 1/2/2024

Name: _____

Title: Project Manager

Recommended by Engineer

Approved by Owner

By: 

By: _____

Name: Joseph P. Roenfeldt

Name: _____

Title: Aviation Project Manager

Title: _____

Date: 01/02/2024

Date: _____

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Progress Estimate - Unit Price Work

Contractor's Application for Payment

Owner: City of Jefferson
 Engineer: Bolton & Menk, Inc.
 Contractor: Jensen Builders Ltd
 Project: Construct Box Hangar
 Contract: Construction of a hangar and site improvements
 IDOT Project No.: IDOT AIP
 Engineer's Project No.: OTS.125744
 FAA AIP Project No.: 3-19-0069-019-2023
 FAA BIL Project No.: 3-19-0069-020-2023

A	B	C	D	E		F	G		H	I	J	K	L
				From	to		Application Period:	12/02/23					
Bid Item No.	Description	Item Quantity	Units	Contract Information		Value of Bid Item (C X E) (\$)	Previous Estimate		Value of Work Completed (E X G) (\$)	Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (I / J) (%)	Balance to Finish (F - J) (\$)
				Item Quantity	Unit Price (\$)		Quantity Previous Estimate	Value Previous Estimate					
B1	AGGREGATE BASE COURSE, 6"	115.00	SY	38.00		2,070.00	102.70	1,848.60	102.70	1,848.60	1,848.60	89%	221.40
B2	SEPARATION GEOTEXTILE	115.00	SY	4.00		460.00	102.70	410.80	102.70	410.80	410.80	89%	49.20
B3	CONCRETE PAVEMENT, 6"	90.00	SY	68.00		6,120.00	86.00	5,848.00	86.00	5,848.00	5,848.00	96%	272.00
B4	HANGAR ROLL UP DOOR	1.00	LS	10,000.00		10,000.00	-	-	1.00	10,000.00	10,000.00	100%	-
C1	AGGREGATE BASE COURSE, 6"	350.00	SY	38.00		6,300.00	127.10	2,287.80	127.10	2,287.80	2,287.80	36%	4,012.20
C2	SEPARATION GEOTEXTILE	350.00	SY	4.00		1,400.00	127.10	508.40	127.10	508.40	508.40	36%	891.60
C3	CONCRETE PAVEMENT, 6"	325.00	SY	68.00		22,100.00	100.30	6,820.40	100.30	6,820.40	6,820.40	31%	15,279.60
				Change Order Totals:		\$ 48,450.00		\$ 17,724.00	\$ 27,724.00		\$ 27,724.00		\$ 20,726.00

Change Order Totals: \$ 48,450.00
 Original Contract and Change Orders
 Project Totals: \$ 1,238,478.00
 \$ 1,057,744.70
 \$ 1,193,532.20
 \$ 1,193,532.20
 96% \$ 44,945.80

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MULTICULTURAL FAMILY RESOURCE CENTER AND DIRECTOR

CENTER OBJECTIVE

The Director of the new Greene County Multicultural Family Resource Center will help recruit, facilitate settlement, and lead the orientation of newcomers and their families, encouraging them to become permanent or at least long-term residents of our county. These "newcomers" are expected to include people who've grown up here and are now starting careers, current students, as well as people from across the nation and around the world.

JOB DESCRIPTION

See attachment.

DIRECTOR COMPENSATION/EMPLOYER/REPORTING

The MFRC Director would be employed by the Greene County School System with management input from GCDC. The compensation package would include:

- Salary of \$60,000 annually
- \$8000 annually provided for health insurance
- Monthly reimbursement for cell phone and work related travel.
- Overall budget for the Center would include \$11,800 for advertising to promote the center and \$5500 for office supplies/materials and program development.
- Greene County School system would provide a laptop for the Director and phone system access.
- The Director would meet weekly with assigned management at the Career Academy. The Director would also meet weekly with management from GCDC. In addition, the Director

would be on the City Council and BOS agendas once each month to report updates on activities and present at the GCDC Monthly Full Membership Meeting.

FIRST YEAR ESTIMATED BUDGET:

SALARY	\$60,000
BENEFITS	8,000
PAYROLL TAXES	6,000
TRAVEL REIMBURSEMENT	1,700
SUPPLIES FOR PROJECTS	2,500
ADVERTISING	11,800
ON-GOING PROGRAM DEVEL.	4,800
MISCELLANEOUS	2,200
TOTAL	\$97,000

OFFICE LOCATION

-The MFRC would have two locations. One would be at the Career Academy or one of the other school buildings where the primary phone system and internet would be located.

-The second location is proposed to be the lobby of City Hall. The Director would use their personal cell phone and keep the same phone number for both locations. Computer connection would still be through the school system.

FUNDING SOURCES

-The Greene County School System, as the employer, would pay 25% of the Director's salary and 25% of the Director's health care costs (up to \$2000).

-GCDC received a USDA Grant that will fund the Center for the first year. Any contributions from our businesses/community would not be needed until the end of 2024. The Center has applied to be classified as a 501C-3 organization so all contributions would be tax deductible.

-The next three years of funds for the Center will primarily come from businesses and community contributions. We are currently conducting a funding drive asking for pledges to pay for the Center during years two, three, and four. We currently have almost all the pledges needed. In addition to the pledges GCDC will request a small commitment from the Jefferson City Council and the County Board of Supervisors. The primary goal is to ensure the project is a joint effort between the businesses, community, and our governing bodies. Funds would be distributed through GCDC. Below are the pledge level categories (this are only suggestions):

Category	Level
Supporter	\$100 - \$499
Promoter	\$500 - \$999
Visionary	\$1000 - \$2499
Community Builder	\$2500 +

-GCDC has received approval from Grow Greene County Gaming Corporation to use some of our Special Project's funding to support non-salary expenses.

RECRUITMENT

-Recruiting for the Director position will be done through the Greene County School System. The candidates will then be interviewed by the School System and other funding providers. Recruiting should begin in January 2024.

NEXT STEPS/PRESENTATIONS

-The MFRC project was first presented to the GCDC Exec. Board and approved. It was then presented to the GCDC Voting Board at our monthly meeting and approved. Following that approval, a series of in-person and Zoom meetings were held to present the project to our local businesses and community.

-GCDC members were then asked to contact local businesses and individuals to explain the project and ask for their support. Multiple contacts have been made to initiate our funding drive.

-GCDC presented to Grow Greene County on December 12th and received approval to use some of our Special Project funding, to fund MFRC non-salary expenses. In early January presentations will be made to the Jefferson City Council (1/9) and Board of Supervisors (1/15) to request their support.

-Once funding is completed, recruitment will begin, with the goal of having the new Director in place by the end of February.

JOB DESCRIPTION

JOB TITLE:	Multicultural Community Resource Advocate	DATE CREATED: 2/10/2023
REPORTS TO:	Greene County Development Corporation Board of Directors	UPDATED: 4/25/2023

POSITION SUMMARY:

The Multicultural Community Resource Advocate works closely with incoming and existing residents, businesses, and employees to build community, promote diversity, and lead growth within Greene County through coordination of services and opportunities.

SPECIFIC RESPONSIBILITIES

	% OF TIME PERFORMING TASK
Serve as a community advocate for Greene County to ensure the needs of incoming and existing families are met and provide ongoing support for them once they've developed residency	30%
Navigate newcomers through meeting their family's educational needs in the community <ul style="list-style-type: none"> • Provide and connect them with educational information and resources • Assist with school enrollment and encouraging parental involvement • Support educators with new enrollees while addressing barriers to education and advocating for additional resources 	25%
Build robust relationships with community partners throughout the county to connect those in need with housing, education, employment, financial capability, and physical and mental health <ul style="list-style-type: none"> • Educational institutions • City/county governments • Physicians and clinics • Financial and legal services • Social service organizations 	15%
Plan, develop, implement, and organize community outreach activities that will educate and promote services of the Community Resource Center	10%
Coordinate with local charitable organizations the intake of donated items and distribution to families in need	10%
Work with local organizations and businesses to identify and develop readiness plans as they transition into a more diverse population	10%

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Sociology, Communication, Multicultural Studies, Non-Profit Management; or 4+ years of related work experience in community resources or social services
- Experience working with individuals from various cultures, languages, and socioeconomic backgrounds
- Strong computer and MS Office knowledge and skills
- Ability to build and sustain relationships with community leaders to facilitate services to its residents
- Strong organization, problem solving, and communication skills
- Bilingual in at least English and Spanish, preferably additional languages
- Valid Iowa driver's license and ability to travel as needed (<20%)

PHYSICAL REQUIREMENTS OF THE JOB:

LIFTING REQUIREMENTS (Mark One)

- SEDENTARY:** 10-lbs. maximum and occasionally lifting and/or carrying of objects.
- LIGHT WORK:** 20-lbs. maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
- MEDIUM WORK:** Lifting up to 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- HEAVY WORK:** Lifting 50 lbs. with frequent lifting and/or carrying of objects weighing up to 50 lbs.

WALKING/STANDING REQUIREMENTS (Mark One)

- Less than 2 hours/shift
- Less than equal to 4 hours/shift
- More than 4 hours/shift

THE ABOVE DECLARATION IS NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF THE DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO DO THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.

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Multi-Cultural Family Resource Center

Funding and Budget for 2025

MFRC Funding Resources	First Year Pledge	Three Year Pledge
Major Employers	\$ 28,000.00 (8)	\$ 69,000.00
Small Business/Retailers	16,200.00 (17)	35,300.00
Individual	15,200.00 (22)	34,800.00
Total Pledges	\$ 59,400.00	\$ 139,100.00
Greene County Community Schools Funding	17,000.00	51,000.00
Total Funding to Date	\$ 76,400.00	\$ 190,100.00
Future Request from City of Jefferson	5,000.00	15,000.00
Future Request from Board of Supervisors	5,000.00	15,000.00
Permission to use GGC Special Project Funds	10,600.00	64,400.00
In Process Pledges (\$13,150.00)	-	6,500.00
Remaining Funding Needed for 3 Year Pledge	-	-
Total Budget Funding	\$ 97,000.00	\$ 291,000.00
MFRC Yearly Budget	GCDC	USDA
	Projected Budget	Grant Application
MFRC - director Salry	\$ 60,000.00	\$ 75,000.00
Benefit - Stipend	8,000.00	-
Payroll Taxes	6,000.00	-
Travel Reimbursement	1,700.00	1,703.00
Supplies for Projects	2,500.00	2,500.00
Advertising	11,800.00	11,766.00
Ongoing Program Development	4,800.00	4,727.00
Miscellaneous	2,200.00	1,000.00
Total Budgeted Expenses	\$ 97,000.00	\$ 96,696.00

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January 3, 2024

AAI/Spalding would like to submit a letter of support for the creation of a Multi-Cultural Family Resource Center in Greene County. This new position and center will help support our community's efforts to grow our workforce and attract more talent to our local applicant pool.

By creating this position, we feel confident Jefferson will be well positioned to grow its population to meet the workforce needs of today and into the future. It is for that reason AAI/Spalding supports the efforts of Greene County Development Corporation's initiative and their creation of this new position and the Resource Center.

Regards,

Steve Kohl
General Manager
Russell Brands, LLC dba AAI/Spalding



December 20, 2023

Greene County Board of Supervisors
114 N. Chestnut Street
Jefferson, IA 50129

Dear Sir/Madam,

I'm writing to provide a letter of support for a project being pursued by myself as part of the Multicultural Family Resource Center (MFRC) to resettle displaced Ukrainians in our county. Several organizations around the United States have been welcoming Ukrainians and over the past two years and we have been in contact with one such organization in Iowa. It is our plan to partner with the organization, based in DeWitt called "IA Nice".

Currently IA Nice has resettled 47 individuals mostly comprised of small families and couples into the DeWitt community. Just a month ago they received several new approvals for additional families. Our interest in potentially help resettle people in Greene County was well-received by their leadership. As a result, Peoples Bank, along with Greene County Development Corp., has committed some initial funds to help start the process. We have also formed a committee of key individuals who will help facilitate resettlement. As you can imagine people new to our county will need some initial assistance with finding housing, employment, health care services, school enrollment for children, transportation, and other basic needs. They will also need some initial funds for miscellaneous items as they secure employment.

IA Nice has volunteered to help with the sponsorship process. Additionally, we have volunteers with backgrounds and expertise that mirror those with the IA Nice organization, and we have lined up quality housing options. Therefore, we feel that we are now able to successfully host our first families.

IA Nice estimates that each family needs about \$5,000 to cover initial expenses. It is the goal of the MFRC to help resettle several families over the next year to hopefully replicate the success experienced in DeWitt. Therefore, the MFRC is seeking additional resources to make this possible.

Therefore, I fully support MFRC in their initiative to obtain both public and private funding for this project. Please feel free to call or write to me if you wish to discuss support further.

Sincerely,

A handwritten signature in blue ink that reads "John P. Rigler III".

John P Rigler III, President & COO
Peoples Bank
(515) 327-7727
jprigler@mypeoples.bank

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Neese Inc.

Alan & Katherine

Box 392

Grand Junction, Iowa 50107

515-738-2744 (phone and fax)

December 27, 2023

Jefferson City Council

I wish to write in support of the Multicultural Family Resource Center. I understand the process of bringing another ethnicity to our county.

Alan and I at Neese Inc. have been involved in a Federal government program called an H2A for over 5 years and recently started another Federal government program called a TN Visa program. These programs allow individuals from another country to work in the United States for a period of time based on the program regulations.

We have been fortunate to bring individuals from the countries of Belize, Costa Rica, Mexico and South Africa. One criterion we have is English speaking people, since, Alan nor I speak another language.

Our experience of bringing foreign workers to Greene County has been quite a learning curve.

We are registered with the Federal Government as an FLC and individually as FLCEs. This required much paperwork and mailings back and forth to obtain this status. We have been fingerprinted several times, obtained physicals by an MD, had our vehicles inspected, much less insurance after insurance to be bonded for foreign labor. (This is a small portion of our checklist.)

Alan and I have purchased a total of 3 houses in Grand Junction and remodeled them for our workers to live. They might not be the fanciest homes, but they are cleaned to my specifications. We stock all our houses fully with furniture and beds/bedding, TVs, Wi-Fi and kitchen appliances/utensils/plates/silverwares, etc. We make these houses "turnkey". They are like a VRBO scenario. The houses are inspected by the Iowa Workforce Development Agency with a checklist and tape measure in hand to enforce good living conditions. It is remarkable what these Social

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Workers have seen to pass for suitable housing. (i.e., mattresses on the floor).

When the workers get to Greene County, the first step is to apply for a Social Security Card. I need to make sure our workers have signed the appropriate documents and bring their Work Visa, I-94 and I-9's. I have almost become on a "first name" basis with the Social Security Office in Carroll. Next step, all our workers obtain an Iowa Driver's License. These steps all take a couple weeks to complete.

A concern of mine, one of which I ask when Alan and I pick each of them from the airport. "What medical conditions and/or medications do you have?" I am always concerned about our workers' health. I assist them with their medication prescriptions if needed and obtain a primary care physician.

When our workers arrive in their home, Alan and I try to get them settled...get them their first groceries, cleaning supplies, First Aid, Over the Counter medications, and bathroom supplies. We gather warm clothes for them. A lot of our workers have not seen snow nor been in cold weather.

This letter of support has gotten lengthy. I wanted to write of Neese Inc.'s experiences bringing foreign workers to Greene County.

I will finish with this. It has been rewarding to meet every one of our people! They are so appreciative of the opportunity given to them! They come to the United States worried about paying their bills and return to their country paying bills three to six months ahead!

And our workers spend their dollars in our Greene county! Every dollar spent here is tenfold.

Consider giving to this program. This is our future.

Sincerely,

Katherine Neese
Katherine Neese, Neese Inc.

January 4, 2024

Greene County Board of Supervisors
114 N. Chestnut Street
Jefferson, IA 50129

Dear Greene County Board of Supervisors:

On behalf of the Iowa Economic Development Authority (IEDA), I am pleased to express support for the establishment of the Greene County Multicultural Family Resource Center and its mission to welcome new residents to the area.

IEDA diligently works to raise awareness of Iowa as a place to live and work, and the state has taken that to the next level by implementing a comprehensive talent attraction campaign to convert awareness into action and get people to move to our great state. The initiative combines marketing strategies with an action-focused process to recruit new Iowans to communities across the state. It's imperative that our communities are prepared to nurture these leads and have resources and programs in place such as the Resource Center being proposed in Greene County that will spotlight Iowa's enviable quality of life amenities.

Greene County Development Corporation has already taken steps to address workforce challenges. Among these steps is the rural jobs accelerator program that was established to help fill high-paying jobs and boost the development of local businesses and the regional economy by welcoming a diverse workforce. The Multicultural Family Resource Center, supported by business and community contributions, will complement and expand on those efforts. Moreover, the Center's director can help identify existing and future issues that could hinder growth and facilitate innovative solutions to overcome them.

Initiatives like the Multicultural Family Resource Center have the opportunity to enhance the sense of community in the region and provide the right services to incoming and existing residents that will ultimately serve as a catalyst for economic development. Thank you for your consideration.

Sincerely,



Debi Durham
Director

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January 4, 2024

Jefferson City Council
220 N Chestnut St
Jefferson, Iowa 50129

Council Members,

I am writing to encourage your participation in the Multicultural Family Resource Center.

Iowa works best when partnerships between schools, local employers, and local governments come together to solve the unique challenges facing their community. The Multicultural Family Resource Center presents the people of Jefferson and the residents of Greene County a chance to work together and promote a flourishing community.

I hope you consider joining in on this partnership.

Sincerely,

A handwritten signature in black ink that reads "Mike Naig".

Mike Naig
Iowa Secretary of Agriculture

GREENE COUNTY DEVELOPMENT CORP.
MONTHLY STATUS REPORT- 12/7/23

-The Kading Housing Project continues to move forward with multiple meetings during November. The City of Jefferson and GCDC received the first draft of a Development Agreement from Kading. That document is currently being reviewed by attorneys for both the City and GCDC. The next step will be to meet with Kading to go over any proposed changes in the agreement. The goal is to break ground on July 1, 2024. In addition:

-There have been multiple meetings between local engineering and the Kading engineers to finalize the design of the lot, work on details related to a new survey, construction of an access road, development of a retention pond and drainage system and update the abstracts.

-Bolton and Menk completed a wetlands study to support the project. That study has been submitted to the Corp. of Engineers for approval. Bolton also completed the plot of survey and it has been submitted to the City for approval.

-The City Council is working on a cost/benefit analysis for the Kading Housing project.

- As the project moves forward and a northern access road is constructed, AAI/Spalding has an interest in two of the commercial lots north of the old railroad bed, located behind their warehouse. The northern road would provide access to those lots and create access to four other commercial lots available for development.

-GCDC is working with a grant writer to apply for a RISE Grant to reduce the cost of the northern access road because it would support expansion of a local company (AAI/Spalding) and open new lots for development.

-By the end of December GCDC hopes to complete our pledge drive to fund a Multicultural Family Resource Center (MFRC) to be located in Greene County. The Center will provide assistance to new and current residents getting established in the County. The Center will provide language and translation services, help residents locate community services, support our schools, and help our businesses recruit and bring in new employees. The Center will work directly

-Andy believes the Thriving Community designation, received by Jefferson, will help him with future projects.

-GCDC will vote at the December meeting to support a loan application by Rowland construction for one of the new houses through the new Homeward Inc. Funding Project.

-GCDC continues to work with Mike Bierl (the County Veterans Service Officer) and Home Base Iowa on our marketing program to attract veterans to Greene County and support the Home Base Iowa Initiative. One veteran is in the process of moving to Greene County and has asked for information about available jobs and employers. GCDC presented to a HBI meeting on November 9.

-GCDC continues to work with several potential new businesses who are in various stages of development and/or working on loan applications through the Greene County Revolving Loan Fund or Region XII RLF funding.

-GCDC provides funding to the SBDC, so they are available to assist new businesses by creating financials and business plans at no cost. If anyone is aware of someone with a new business idea who is looking for help with financing or business planning, please call Ken Paxton at 515-386-8255.

-GCDC is now part of the SBDC Advisory Board and attends their meetings.

-GCDC met with the new Director for SBDC and she will be speaking at a GCDC Full Membership meeting in January or February.

-GCDC worked with a new solar panel business to acquire the vacant Electrolux site in Jefferson. The project details were presented to the GCDC Full Membership Meeting at our October meeting.

MEETINGS

-Midwest Mission has contacted GCDC about extending their lease from one year to three years. The GCDC Exec. Board voted to approve the idea and bring it to the Voting Board. The two-year extension proposal will include an increase in monthly payments to help cover the property taxes.

-GCDC attended the monthly Iowa Economic Development Marketing Meeting on November 15. The meeting covered future projects for the IED group including

the Homeward Inc. funding opportunity. GCDC presented an update on our projects and focused on our need for new housing. We talked about the MFRC project and possible grant options.

-The 144 CHI Project team continues their work to support housing in the smaller communities in the eastern portion of Greene County. A second organization to help small community housing in the western portion of Greene County is now in operation. That organization requested GCDC financial support at the Voting Board Meeting in November and funding was approved.

-The 2024 GCDC Operating Budget will be reviewed and voted on at the December Voting Board Meeting.

-The Board of Supervisors is requesting a new 28E agreement with GCDC to support our yearly funding request.

-GCDC will provide a summary report of Special Projects expenditures for 2023 to Grow Greene County.

-GCDC attended the monthly Western Iowa Advantage Meeting in Dennison on November 13 and provided an update on our projects.

-GCDC presented our quarterly funding request to the City Council on November 26.

Proposed GCDC 2024 Operating Budget

	2022		2023		2024	
	P&L		P&L		Proposed Budget	
	Jan-Dec 2022		Jan-Oct 2023		Jan - Dec 2024	
Ordinary Income/Expense						
Income						
* Annual Meeting Ticket Sales	\$ 620.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -
* Aureon Lease Payments	36,000.00	13,000.00	13,500.00	37,500.00	-	-
City of Jefferson	50,000.00	37,500.00	50,000.00	50,000.00	50,000.00	50,000.00
County Funding	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00
* Interest Income	323.35	138.10	300.00	150.00	150.00	150.00
** Land Rental	7,537.50	-	6,500.00	-	-	-
** Membership Dues	20,890.00	20,328.00	22,000.00	21,000.00	21,000.00	21,000.00
** Midwest Missions Lease		20,400.00			44,300.00	44,300.00
* Miscellaneous Income	61.43	-	-	-	-	-
* Rural Development RLF Income	388.46	-	100.00	-	-	-
Total Income	\$ 165,820.74	\$ 141,366.10	\$ 143,400.00	\$ 165,450.00	\$ 165,450.00	\$ 165,450.00

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	2022		2023		2023		2024	
	P&L		P&L		Budget		Proposed Budget	
Expense	Jan-Dec 2022	Jan-Oct 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2023	Jan-Dec 2024	Jan-Dec 2024	
* Annual Meeting Expense	3,357.99	3,356.87	4,000.00	3,500.00				
* Bank Service Charges	2,000.00	-	-	-				
* Billboard Expense	5,000.00	5,590.00	6,000.00	6,000.00				
** Computer/Software	1,768.61	2,645.29	1,000.00	2,500.00				
* Copies Expense	12.74	85.58	50.00	100.00				
* Dues & Subscriptions	399.00	259.95	400.00	400.00				
* Employee Expense Reimbursement	6,205.92	5,913.99	5,800.00	6,500.00				
* Insurance	1,864.00	707.00	3,100.00	2,100.00				
* Interest Expense	730.42	-	-	-				
* Marketing	7,107.09	2,950.27	9,000.00	5,000.00				
* Meeting Expense	203.99	626.54	900.00	700.00				
* Midwest Missions/Aurcon Building	801.89	30,229.37	7,000.00	5,000.00				
* Office Supplies	1,174.75	1,438.63	1,500.00	1,700.00				
** Payroll Expense	97,355.96	85,287.32	105,118.84	105,118.84				
* Postage	116.00	66.00	200.00	200.00				
* PO Box Rental	84.00	94.00	84.00	94.00				
* Professional Fees	1,450.00	2,662.50	2,000.00	2,500.00				
* Property Taxes	4,707.86	8,871.00	9,400.00	13,400.00				
** Relocation Expense	-	1,000.00	3,000.00	2,000.00				
* Safe Deposit Box Rental	15.00	15.00	15.00	15.00				
** SBDC Funding	-	1,000.00	1,000.00	1,000.00				
** Sponsorship	2,300.00	-	2,000.00	2,000.00				
* Telephone	2,136.25	1,810.86	2,500.00	2,500.00				
* Western Iowa Advantage Payments	1,434.00	1,434.00	1,434.00	1,434.00				
Total Expense	140,225.47	156,044.17	165,501.84	163,761.84				
Net Ordinary Income	\$ 25,595.27	\$ (14,678.07)	\$ (22,101.84)	\$ 1,688.16				

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	2022 P&L Jan-Dec 2022	2023 P&L Jan-Oct 2023	2023 Budget Jan - Dec 2023	2024 Proposed Budget Jan - Dec 2024
Other Income/Expense				
Other Income	\$ -	\$ -	\$ -	\$ -
Gain on Sale WBP	\$ -	\$ -	\$ -	\$ -
Total Other Income	\$ -	\$ -	\$ -	\$ -
Other Expense				
Diversity Project	\$ 625.00	\$ -	\$ -	\$ -
Non Cash Expense				
Adjustment to Land Values		213,813.87		
Donation of WBP Lot 7		31,900.00		
Depreciation	9,370.08	9,500.00	9,500.00	9,500.00
Total Other Expense	9,995.08	255,213.87	(9,500.00)	(9,500.00)
Net Other Income	(9,995.08)	(255,213.87)	(9,500.00)	(9,500.00)
Net Income	\$ 15,600.19	\$ (269,891.94)	\$ (31,601.84)	\$ (7,811.84)
Add				
Non-Cash Expenses				
Adjustment to Land Values		213,813.87		
Donation of WBD Lot 7		31,900.00		
Depreciation	9,370.08	9,500.00	9,500.00	9,500.00
Total Non-Cash Expenses	9,370.08	255,213.87	9,500.00	9,500.00
Cash Flow	\$ 24,970.27	\$ (14,678.07)	\$ (22,101.84)	\$ 1,688.16

* Changes between the 2022 and 2023 budgets.

** Board Discussion Points

COUNCIL MEETING
DECEMBER 12, 2023
5:30 P.M.

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
ABSENT: None

Mayor Gordon presided.

Six citizens spoke during open forum where they voiced their concerns on the Kading Properties housing project.

On motion by Jackson, second by Wetrich, the Council approved the following consent items: November 21, 2023, Special Council Minutes, November 28, 2023, Council Minutes, Cancel the regular Council meeting on December 26, 2023, and payment of monthly bills from City funds.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

This was the time and place for the Public Hearing on the grant of an expanded easement for Hardin Hilltop Wind, LLC. Mayor Gordon called for oral or written comments and there were none. On motion by Sloan, second by Ahrenholtz, the Council closed the Public Hearing.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz
NAY: None

RESOLUTION NO. 69-23

On motion by Ahrenholtz, second by Wetrich, the Council approved Resolution No. 69-23, a resolution approving the grant of an expanded easement to Hardin Hilltop Wind, LLC.

AYE: Jackson, Zmolek, Sloan, Wetrich, Ahrenholtz
NAY: None

RESOLUTION NO. 70-23

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 70-23, a resolution in Support of and calling for a Special Election on the Imposition of a Local Option Sales and Services Tax Within the Unincorporated Portion of Greene County, Iowa, at the Rate of 1%.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

RESOLUTION NO. 71-23

On motion by Sloan, second by Zmolek, the Council approved Resolution No. 71-23, a resolution approving an amendment to the Region XII Local Planning and Administrative Assistance Contract for the Upper-Story Rental Housing Project at 123 North Chestnut Street.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz
NAY: None

RESOLUTION NO. 72-23

On motion by Jackson, second by Sloan, the Council approved Resolution No. 72-23, a resolution approving Greene County Development Corp. amended Plat of Survey dated January 2018.

AYE: Ahrenholtz, Sloan, Zmolek, Wetrich, Jackson
NAY: None

Item F tabled.

The council discussed Animal Shelter items of name change, length of stay, and dog park access. No action taken on the name change; it will go back to the committee for further recommendations.

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On motion by Jackson, second by Sloan, the Council approved licensed fees for the dog park and those who license their dog will be allowed to use the dog park. Cameras will be installed.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz
NAY: None

On motion by Jackson, second by Wetrich, the Council approved the 18 months maximum stay at the Animal Shelter with review in 12 months.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

On motion by Ahrenholtz, second by Sloan, the Council approved the second reading of an ordinance amending the code of ordinances of the City of Jefferson, Iowa, 2017, by amending pertaining to annoyances or disturbances caused by Dogs.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz
NAY: None

Jim Leiding, Bolton & Menk gave information on the East Lincoln Way resurfacing project.

On motion by Zmolek, second by Wetrich, the Council approved pay estimate #10 to Shank Contractors, Inc. in the amount of \$433,520.57 for Wastewater Treatment Plant Project.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

On motion by Sloan, second by Zmolek, the Council approved pay estimate #3 to Jensen Builders, Ltd, in the amount of \$175,011.09 for Airport Hangar Project.

AYE: Zmolek, Wetrich, Sloan, Jackson, Ahrenholtz
NAY: None

On motion by Sloan, second by Ahrenholtz, the Council approved the Strategic Planning/Goal Setting Report.

AYE: Wetrich, Jackson, Ahrenholtz, Sloan, Zmolek
NAY: None

On motion by Sloan, second by Wetrich, the Council moved to go into Closed Session per Iowa Code Section 21.5 (1)(c) to discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in the litigation, and in accordance with Iowa Code Section 622.10 to discuss attorney/client privileged and attorney work product matters with legal counsel.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

On motion by Ahrenholtz, second by Sloan, the Council moved to exit closed session and return to open session.

AYE: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
NAY: None

Roll Call:

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek
ABSENT: None

Pat Zmolek presented Mayor Matt Gordon (2018 – 2019 Council 2020 – 2023 Mayor) and Councilman David Sloan (2016 – 2023) with plaques for their years of service.

The following bills were approved for payment from the City funds:

ABC PEST CONTROL	PEST CONTR	317.36
ACCESS SYSTEMS LEASING	CPIER LSE	795.41
ACCO UNLIMITED CORP	WA CHEM	3,865.60
AFLAC	AFLAC INS W/H	17.68
AG SOURCE COOP SERV	LAB TSTG	1,863.20
ALLIANT ENERGY	UTILITIES	25,910.30
AMAZON CAPITAL SERV	SUPPLIES	960.67
ANATOMY IT, LLC	COMP SERV	1,047.30
BAKER & TAYLOR INC.	LB BOOKS	1,453.54
BAM PROPERTIES OF IA LLC	TIF 12 REBATE PMT#7	6,658.36
BLACKTOP SERVICE CO	BLACKTOP	70,384.49
BLOHM INSPECTION/ENVIRO	600 W L'WAY INSP;TEST	1,384.00
BOHDEN BIGLER	PD FUEL	33.14
BOILER & PRESSURE VESSEL	RN BOILER INSPECT	135.00
BOLTON & MENK INC	ENG	37,720.75
BOMGAARS	SUPP	2,396.36
BREADEAUX PIZZA	PA WORKSHOP	51.05
CARD SERVICE CENTER	CREDIT CARD	1,520.71
CARROLL CO SOLID WASTE	RC MRKTG FEES	298.95
CENTRAL IOWA READY MIX	CONCRETE	3,162.50
CHAD STEVENS	BLDG INSP - POSTAGE	55.30
CINTAS CORP	FIRST AID	311.08
CLARION DISTRIBUTING LLC	SN TISSUE	174.00
CLEANING SOLUTIONS INC.	RN CLEAN	2,268.00
COMMUNITY OIL COMPANY, INC	AP FUEL	16,691.96
COMPASS MINERALS AMERICA	WA SALT	8,583.81
CONSTRUCTION MATERIALS TEST	WWTP TSTG	3,559.00
CREATIVE PRODUCT SOURCE	PD GLOVES	101.95
CRITICAL HIRE	PD MMPI	120.00
CUNNINGHAM LAWN PATROL, LLC	PD MOWING	110.00
DAKOTA SUPPLY GROUP	RUT CURB BUMPERS	3,361.30
DANIEL MORANVILLE	H INS SINK C SH	497.84
DANKO EMERGENCY EQUIP	JFD JACKETS	833.00
DAVE MORLAN	H INS SINK C SH	1,700.00
DB EQUIPMENT INC.	RUT ROLLING MID RAIL KIT	130.86
DPC INDUSTRIES, INC.	WA CHEM	345.56
EFTPS	FEDERAL W/H	19,125.79
ELLIOTT EQUIPMENT CO.	SN 3 YD CONTAINERS	2,720.00
EMMA NOWAK	WA DEP REF	92.56
EMC NATIONAL LIFE CO.	LIFE INS	187.03
ESRI	ARCGIS ONLINE	1,260.00
FAREWAY	SUPP	42.32
FASTLANE MOTOR PARTS LLC	PARTS	205.84
FUDGE'S FLOWERS& GIFTS, LLC	INSTRUCT;GREENERY	467.00
GALLS LLC	PD CLOTH	553.65
GREENE CO. DEVELOP CORP	GCDC FUNDING	12,500.00
GREENE GOODS MARKET	GROW GR TOPPERS	184.80
GRONEWOLD, BELL, KYHNN	PA AUDIT	4,000.00
GROW REPAIR	SOLAR LIGHTS	4,481.65
HACH COMPANY	WA LAB SUPP	1,980.10
HANKEL ELECTRIC, LLC.	RN ELECTRIC 24/7	1,250.00
HEATH ENNS	PD EQUIP REMOVAL	500.00
HIWAY TRUCK EQUIP	RUT CUTTING EDGES;PART	1,309.43

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**SPECIAL CITY COUNCIL MEETING
DECEMBER 18, 2023
7:30 A.M.**

PRESENT: Ahrenholtz, Jackson, Sloan, Wetrich, Zmolek

ABSENT: None

Mayor Gordon presided.

RESOLUTION NO. 73-23

On motion by Sloan, second by Ahrenholtz, the Council approved Resolution No. 73-23, a resolution of Support and Financial Commitment for the Main Street Program in Jefferson.

AYE: Ahrenholtz, Jackson, Sloan, Zmolek

NAY: None

ABSTAIN: Wetrich

On motion by Zmolek, second by Sloan, the Council approved an agreement with Main Street Iowa Program.

AYE: Zmolek, Sloan, Jackson, Ahrenholtz

NAY: None

ABSTAIN: Wetrich

RESOLUTION NO. 74-23

On motion by Wetrich, second by Jackson, the Council approved Resolution No. 74-23, a resolution approving settlement.

AYE: Jackson, Zmolek, Wetrich, Sloan, Ahrenholtz

NAY: None

There being no further business the Council agreed to adjourn at 7:38 a.m.

Matt Gordon, Mayor

Roxanne Gorsuch, City Clerk

Jefferson Public Library

Meeting of the Board of Trustees
Monday, January 8, 2024 6:30 PM
Library Meeting Room

AGENDA

- I. Call to Order
- II. Open Forum: this is a time for any concerned citizen to speak to the trustees about an item that is not on the agenda.
- III. Approval of Minutes of Previous Meeting
- IV. Approval of Expenditures
- V. Director's Report
 - A. Monthly Circulation & Usage Reports
 - B. Year-to-Date Monthly Financial Reports
 - C. Project updates
 - D. Youth and adult programs
- VI. Old Business
 - A. Building repairs
- VII. New Business
 - A. Readiness study – presentation to City Council
- VIII. Next Meeting – Monday, February 12, 6:30 pm
- IX. Adjournment